

ACCESS TO BUILDING & DEVELOPMENT APPLICATIONS UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Allow for 10 working days from the date of your application for the files to be located and for search and review of privileged documentation by staff. Council will contact you when the documentation is available. The documentation will be kept at Council's Environmental, Planning & Building Services counter for viewing or collection.

Date:

Section 1 Applicant details

Contact Name:

Company Name:

Do you own the property: Yes No – Owner’s consent may be required

Postal address:

Suburb: State: P/Code

Contact Nos: Mobile: Other:

Email:

Section 2 Property details

No: Street:

Suburb:

Lot: DP:

Section 3 Application details - Description/application number/application date (if known) e.g., house, swimming pool, shed

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Section 4 Documentation required

Please note that the documents requested may be available on council's website under the DA Tracking system:

- | | |
|---|--|
| <input type="checkbox"/> Development consent post 1 July 2010 | <input type="checkbox"/> Construction Certificate post 1 July 2010 |
| <input type="checkbox"/> State of Environmental Effects | <input type="checkbox"/> Occupation Certificate |
| <input type="checkbox"/> Application form | <input type="checkbox"/> Site plan and elevations |
| <input type="checkbox"/> Engineering details | <input type="checkbox"/> Structural/sections |
| <input type="checkbox"/> Landscape plans | <input type="checkbox"/> Shadow diagram |
| <input type="checkbox"/> Heritage Impact Statement | <input type="checkbox"/> Other |

OWNER’S CONSENT IS REQUIRED FOR THE FOLLOWING:

- | | |
|--|--|
| <input type="checkbox"/> Applications / plans prior to 1 July 2010 | <input type="checkbox"/> Residential floor plans |
| <input type="checkbox"/> Building Information Certificate | <input type="checkbox"/> Exempt development notifications |
| <input type="checkbox"/> Swimming pool certificate of compliance | <input type="checkbox"/> Engineering plans |
| <input type="checkbox"/> Development Consent prior to 1 July 2010 | <input type="checkbox"/> Construction Certificate prior to 1 July 2010 |
| <input type="checkbox"/> Inspection reports | <input type="checkbox"/> Other |

Delivery requirements: Email Collection Post

Section 5 Form of access

- I wish to inspect the document (s) I require a copy of the document (s)
- I understand that I will not be able to remove any information from Council's custody.
- I understand that the following documents cannot be viewed and/or copied:
 - Documents subject to legal professional privilege.
 - Commercial information that prejudices the position of the person who supplied it or reveals a trade secret.
 - Documents affecting law enforcement and public safety or personal affairs of third parties or personnel matters.
 - Internal working documents.
 - Documents the subject of secrecy provisions or contain confidential material.
 - Documents affecting financial and property interests.
- I understand that I must seek the copyright owner's consent in order to use any part of a copyright document for any other purpose.
- I understand that I will be required to pay a charge for any photocopies that I may require. Payment of any photocopying charges is required prior to Council releasing the requested documentation.

Section 6 Owner's Consent – ALL PROPERTY OWNERS MUST SIGN

If property is in the name of a company, position held in that company must be stated and company seal (if one) fixed here.
 I/we hereby consent to the making of this application, and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Local Government Act 1993, as amended and the Regulations thereunder.

Name (print names)	Signature	Date
.....
.....
.....
Company Name & Position		
Postal address:		
Suburb	State	P/Code

Section 7 Fees

Search and/or recovery and first copy of plans (up to A3 size)	\$150.00
Normal copying charges apply for each <u>additional</u> copy.	
<u>Photocopying/printing – per copy</u> A4	\$2.10
A3	\$4.70
A2	\$20.80
A1	\$25.50
A0	\$30.20
Payment of any photocopying charges is required <u>prior</u> to Council releasing the requested documentation. Under no circumstances is it possible to reduce or waive the fees and charges payable.	

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

OFFICE USE ONLY

Fee \$	Receipt No	Date:
Fee \$	Receipt No:	Date:
Allocation: 02020.0130.0220	Code: 70	
Parcel/Assessment Nos:		
Relevant Application Nos:		
Date plans and specifications examined:.....		
Officer's Name:	Signature.....	Date