

Application to Access Development Documents Form

Please complete this form and return to:

In Person: 66 Walkerville Terrace, Gilberton SA 5081

Post: Town of Walkerville, PO Box 55, Walkerville SA 5081

Email: walkerville@walkerville.sa.gov.au

The SA Planning Portal (PlanSA) contains certain development application details which are publicly accessible in accordance with Regulation 120(1) of the PDI General Regulations.

This form applies to development applications lodged with Council prior to 19 March 2021.

Council cannot distribute development records lodged under the PDI Act 2016 via the PlanSA Portal.

Council provides limited access to development application documents beyond the scope of the PDI Act.

Due to copyright provisions public inspection of documents associated with development applications is restricted.

The applicant seeking access to development applications documentation must demonstrate to Council's satisfaction that they have a sufficient interest in the development to warrant access to documentation requested. Sufficient interest in the development is by virtue of being the owner or occupier of the land subject to the development (or of adjoining land), or by being the legal or professional representative of such person.

Council is not required to make documents available for viewing or copying if, in the opinion of the Council, it will unreasonably jeopardise the present or future security of a building or constitute a breach of any other law. In addition to this, Council is not required to provide copies of documents where it involves an infringement of copyright.

Council must adhere to the Copyright Act 1968 and pursuant to this Act, engineering reports, drawings, plans and other documents have copyright protection vested in their author.

Written permission is to be obtained from the copyright holder(s) of these documents and supplied to Council before access to, or copies of these documents can be issued.

Any sensitive personal information will be redacted by Council prior to the provision of access.

Where applicable, development documents are available to view at the Town of Walkerville Civic Centre, 66 Walkerville Terrace, Gilberton during office hours – Monday to Friday, between 9.00am and 5.00pm with prior arrangement. Please note that a Council Officer will be present during the viewing process.

Fees and Charges

There is no charge applicable to view a file that is held onsite at the Town of Walkerville Civic Centre. Council typically holds limited Development Applications onsite.

Development files which are held offsite are required to be recalled from storage. These files are not immediately available and file retrieval costs apply. Council is unable to confirm what documentation is available in offsite development files and takes no responsibility if, following all relevant searches, the requested documents cannot be located.

If a file is held offsite in storage, a flat fee of \$49.00 (including GST) applies for the documentation to be recalled. Please note that this fee is payable prior to retrieving the file and that retrieval may take up to two (2) weeks.

Should you, the applicant, hold appropriate Copyright consent, photocopying is charged at the rate outlined in Council's Fees and Charges Schedule. There is no charge for electronic copies of documentation.

For further information please contact the Town of Walkerville on 08 8342 7100

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Applicant Details

Name:
(Title) (First Name) (Last Name)

Organisation representing (if applicable):

Residential Address:
(Unit/House No) (Street) (Suburb & Postcode)

Postal Address:
(Unit/House No) (Street) (Suburb & Postcode)

Email:

Phone: Mobile:

Property Details

Development Application (DA) Number:

Address:
(Lot/Unit/House No) (Street) (Suburb & Postcode)

Access Requested: ☐ View Plans (contact Council for a time to access) ☐ Copy of Plans

Please note: If copies are requested, documented proof that you, the applicant, hold the Copyright OR written consent from the person(s) who do hold the Copyright is required to be lodged in conjunction with this application.

Reason for access (please be specific):

Please note: the Council does not give access to any documents that could unreasonably jeopardise the security of the building to which they relate.

Documents Requested (please tick all that apply):

- | | |
|---|--|
| ☐ Site Plan(s) | ☐ Floor Plan(s) |
| ☐ Elevations | ☐ Architectural construction drawings |
| ☐ Building schedule/specifications | ☐ Engineer footings/soil report |
| ☐ Timber wall/roof framing design | ☐ All documents pertaining to the above application |
| ☐ Development Approval Notice | ☐ Other |

Declaration

I/we, the undersigned understand that I/we may be required to pay charges in respect of this request if any copying of material is sought and I/we also understand that Council may not have the information requested.

I/we hereby declare the information that I have provided on this application form is correct to the best of my/our knowledge.

Signed: Dated: / /

Please note: Certain documents inspected may be subject to copyright and any unauthorised dealings with these documents may render the person liable to the Copyright owner. This application is not an application under the Freedom of Information Act 1991. The Freedom of Information Act provides a separate right to apply for access to Council documents generally and other fees and conditions apply. A person is not prevented from making an application under the Freedom of Information Act by reason of submitting this application.