

Application to Access Development Documents Form

Please complete this form and return to:

In Person: Planning and Environment, 66 Walkerville Terrace, Gilberton SA 5081

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

Phone: (08) 8342 7100

Facsimile: (08) 8408 1122

Email: walkerville@walkerville.sa.gov.au

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.

Please be advised that development files lodged over three years ago are held offsite and are required to be recalled from storage. These files are not immediately available and file retrieval costs apply (see Fees and Charges below). 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.

Due to copyright issues and the provisions of the *Development Act 1993* and *Development Regulations 2008*, public inspection of documents associated with development applications is restricted.

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.

If you are not the holder of Copyright for the documentation, under the *Copyright Act 1968* you must include written permission from the Copyright holder for Council to reproduce the requested documents.

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 Development Applications lodged in the past three (3) years.

If a file is held offsite in storage, a flat fee of \$40.00 applies for the documentation to be recalled. Please note that this fee is payable prior to viewing 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.

Requesting Party's 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:

Application Details

Development Application (DA) Number:

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

Access Requested: ☐ View Plans ☐ 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):

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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):

- | | |
|---|--|
| <input type="checkbox"/> Site Plan(s) | <input type="checkbox"/> Floor Plan(s) |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Architectural construction drawings |
| <input type="checkbox"/> Building schedule/specifications | <input type="checkbox"/> Engineer footings/soil report |
| <input type="checkbox"/> Timber wall/roof framing design | <input type="checkbox"/> All documents pertaining to the above application |
| <input type="checkbox"/> Development Approval Notice | <input type="checkbox"/> 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.