Request to Inspect Development Application Documents

Applications lodged on or after 19 March 2021

Please complete and return this form by:

Post: Mid Murray Council
PO Box 28
Mannum SA 5238 or

Email: postbox@mid-murray.sa.gov.au

1. Overview

Council's *Access to Documents Relating to Development Applications Policy* allows discretionary controlled access to development application documents beyond the scope of the *Planning, Development and Infrastructure Act 2016*. The Policy can be found here.

Outside of the formal public notification process, Council will provide members of the public access to development application documents held by Council on the following basis:

- The person seeking access must demonstrate, to Council's satisfaction, that they have sufficient interest in the development. This may include:
  - Being the owner or occupier of the subject land or adjoining land;
  - Being a legal representative of such a person;

  and they must provide their name and address, including proof of identification, which will be viewed by Council staff.
- Access will not be granted to documents, that, in Council's opinion, would unreasonably jeopardise the present or future security of a building.
- Access to documents will primarily be limited to site plans and elevations and Decision Notification Forms. Additional documentation may be provided on a case-by-case basis, where sufficient justification is given to demonstrate the need.
- As documents lodged in the SA Planning Portal are not Council records, access is provided by inspection only. Copies will not be provided (unless Regulation 116A applies for landowners and documents are not subject to copyright), and photographs or recordings of application documents are not permitted.

2. Copyright

Council is required to adhere to the *Copyright Act 1968*. This outlines that drawings, plans and engineering reports have copyright protection by the author and permission must be obtained from that person prior to copies being made. This permission must be in writing.

3. Applicant Details (person seeking to inspect documents)

Applicant Name:			
Residential Address:			
Postal Address:			
E-mail:			
Phone Number:		**Mobile**:	

4. Development Application Details

Development Application Number:	
Property Address of Development:	

5. Interest in the Development (indicate your interest in the development, tick all that apply)

- ☐ Owner of the subject land
- ☐ Occupier of the subject land
- ☐ Owner of adjoining land
- ☐ Occupier of adjoining land
- ☐ Legal representative acting on behalf of an owner or occupier
- ☐ Other (please specify) ……

Provide a detailed reason for your request. Explain why you are seeking access to the development application documents:

6. Applicant Declaration

I declare that:

1. The information provided in this request is true and correct.
2. I understand that Council may refuse access where it considers that providing access would unreasonably jeopardise the present or future security of a building.
3. I understand that any access granted is by inspection only.
4. I understand that copies of documents will not be provided (unless Regulation 116A applies for landowners and documents are not subject to copyright).
5. I understand that photographs, video recordings or any other reproduction of documents are not permitted.
6. I acknowledge that access is granted at Council's discretion and may be subject to conditions.

Signed by the Applicant:

Name (Print):			
Signature:		**Date:**	

7. Council Use Only

Identification Verified	☐ Yes ☐ No
Identification Type:	☐ Driver's Licence ☐ Passport ☐ Other _____

Documents Approved for Inspection:	☐ Site Plan ☐ Elevations ☐ Decision Notification Form ☐ Additional Documents (specify) _____ _____
Request Outcome for Inspection:	☐ Approved ☐ Refused
Does Regulation 116A apply for landowner?	☐ Yes ☐ No
Documents Approved for Copying: **(Regulation 116A applies)**	☐ Application Form ☐ Decision Notification Form ☐ Site Plan ☐ Elevations ☐ Structural Calculations ☐ Stormwater ☐ Footings Report ☐ Engineering Report ☐ Soil Report ☐ Additional Documents (specify) _____ _____
Copyright Approvals: **(Regulation 116A applies)**	☐ Approval Received ☐ Saved in Council's Electronic Records ☐ Unable to locate copyright owner ☐ No longer in business ☐ Deceased
Request Outcome for Copying: **(Regulation 116A applies)**	☐ Approved ☐ Refused

Signed by the Authorising Officer:

Name (Print):			
Position:			
Signature:		**Date:**	