Request to View or Copy Development Application Documents

Applications lodged before 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.

For applications lodged under the now ceased *Development Act 1993* and before 19 March 2021 these applications are held in Council records.

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 and provide a detailed reason for the request. 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 Application and Decision Notification Forms, site plans and elevations, structural calculations and engineering reports, stormwater, and footings and soil reports. Additional documentation may be provided on a case-by-case basis, where sufficient justification is given to demonstrate the need.
- All documents are Council records and access may be provided by inspection only. Copies will not be provided unless written permission from the copyright holder has been granted and photocopying charges will apply. 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 view or copy documents)

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

4. Development Application Details

Development Application Number:	
Property Address of Development:	

5. Documents Requested (indicate which documents you are requesting, tick all that apply)

☐ Application Form	☐ Elevations
☐ Decision Notification Form	☐ Structural Calculations
☐ Site Plan	☐ Stormwater
☐ Footings Report	☐ Other (please specify) _____
☐ Engineering Report	_____
☐ Soil Reports	_____

6. Interest in the Development (indicate your interest in the development)

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

7. 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 may be by inspection only.
4. I understand that copies of documents will not be provided unless written permission from the copyright holder has been granted and that photocopying charges will apply.
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:**	

8. Council Use Only

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

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

Signed by the Authorising Officer:

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