

	POLICY# 7.14 Access to Development Records POLICY AREA Development	Version No:	1
		Issued:	Oct 2011
		Next Review:	2018 After Next Election

Aims & Objectives

This policy is made to provide direction to Council staff in relation to the public seeking access to building/planning records.

Policy Detail

All requests for Access to Building/Planning Records must be made in writing on the attached Application to Access Building/Planning Records Form.

If the applicant is not the owner of the property, then written permission must be obtained from the owner giving permission for Council to release the information.

If authorisation is not given by the owner, the applicant may request to make an application under the Freedom of Information Act (Freedom of Information Application forms may also be obtained from Council).

The fee to make an application under the Freedom of Information Act is \$25.75. Additional charges may be levied to process a request based on the type and extent of information requested.

It should be noted that if any plans are requested to be photocopied, those plans may be subject to Copyright. In this instance, the applicant will need to obtain written permission from the copyright holder giving permission for Council to copy and release the plans.

Once an application has been received by Council, the applicant will be contacted and advised as to how long the application will take to process, and advised of the fees.

Please note that Council may not have the details sought as some information may no longer exist due to the age of the documentation.

FEE STRUCTURE

File Retrieval		\$30.00
Photocopying	A4	\$0.35 /per copy
	A3	\$0.65 /per copy
	A1 plans to A3	\$0.65 /per copy

The above fees are subject to GST & CPI adjustments each year and inclusion in the Fees & Charges Schedule.

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*

Strategic Link:

Delegation: Nil

Documentation:

Application to access building records form

Authority: Adopted by Council: 10/10/2011 {Motion No 19c/102011}
 Reviewed by Council: 10/11/2015 {Motion No 7c/112015}

Certified Copy by Chief Executive Officer or approved Delegate	
SIGNED:	Date: ____/____/____

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*



Application to Access Building Records

APPLICANTS DETAILS:

Applicants Name: _____

Applicants Postal Address: _____

Telephone: Home _____ Business _____ Mobile _____

OWNERS DETAILS/PROPERTY DETAILS

Owners Name: _____

Address of Subject Land which Building Records are requested for:



INFORMATION REQUESTED

(Please tick appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Engineering Footing/Soil Report |
| <input type="checkbox"/> Floor Plan
Design | <input type="checkbox"/> Timber Wall/Roof Framing |
| <input type="checkbox"/> Elevations
Schedule/Specifications | <input type="checkbox"/> Building |
| <input type="checkbox"/> Architectural Construction Drawings | |

Note: Some of these documents/reports may not be acceptable for future Applications.

Details of Building Work/ Approximate Year of Construction

Reason for requiring Plans/Documents

- I wish to inspect the Documents I require a copy of the documents

*Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version*



Application to Access Building Records

AUTHORISATION TO ACCESS BUILDING DOCUMENTS

- Are you the Owner of the Building? Yes No
- If you are not the Owner of the Building, have you included a letter of authorisation from the Owner? Yes No
- If you are not the holder of Copyright for the documentation under the Copyright Act 1968, have you attached a written approval from the Engineer/Architect/Building Designer/Builder? Yes No

I understand that I will be required to pay processing charges in respect of this request and I also understand that Council may not have the information requested.

Signed:..... Date:...../...../.....

Applications can be posted to: Development Manager
District Council of Tumby Bay
PO Box 61
TUMBY BAY SA 5605
(08) 8688 2639
Attn: Development Manager

Or by facsimile to:

Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version