



PO Box 18, Mallala, SA 5502

Application to Inspect Development Documents

An application may be made to inspect certain documents which may be subject to copyright law. This application is not an application under the Freedom of Information Act 1991. Prior to completing this form please read the information provided below.

- Council reserves the right to refuse the viewing or copying of any documents due to copyright, privacy or security reasons.
- Council is unable to provide access to a document without the owner's consent unless the applicant is the owner of the land or building.
- Council is required to adhere to the Copyright Act 1968. If a document has copyright protection then permission must be obtained from that person\organisation prior to copies being made. This permission must be in writing and obtained by the applicant. Where permission from the owner of the copyright in plans and other documents held by Council cannot be obtained Council is not obliged to provide a copy.
- Viewing of the plans/documents will be available at the Principal Office, 2A Wasleys Road, Mallala during normal business hours (9am-5pm).
- Some files may not be available and some due to storage location may need to be retrieved and may not be immediately available. Council has 10 business days to process your request.

Request to View or Copy Development Application related documents

I request access to inspect document(s) held by Adelaide Plains Council concerning:

**Denotes Mandatory Field*

Property Details*			
I am the registered property owner *		Yes	No - refer below
Owner Name*			
Development Application (<i>required only if seeking copy</i>)			
Document(s) requested*			
Reason for Access *			
Applicant Surname*			
Given Names*			Title*
Postal Address*			
Suburb*		State*	Postcode*
Phone*		Email*	

Application to Inspect Development Documents

Applicant Declaration

☐ I Do ☐ I Do Not wish to obtain copies

Applicant's Signature _____ Date _____

Registered Owner Consent *(if not the applicant)*

I *(Print Name)* _____ being the registered owner of the property and development application above consent to the inspection of the document/s as requested.

Signed _____ Date _____

or

Registered Owner Consent attached to application ☐

Copyright Owner Consent *(if applicable)*

I *(Print Name)* _____ being the copyright owner of the plans and/or document(s) referred to above hereby consent to the copies being released to the applicant.

Signed _____ Date _____

or

Copyright Owner Consent attached to application ☐

Proof of Identity *(Original must be sighted by Council Officer)*

Identification Type*

ID Number*

Fees and Charges

- An application fee of \$25 is required for search of documents
- An additional Search Fee of \$15 per 15 minutes is applicable if the search exceeds two hours
- Photocopying fees are applicable per the current schedule of Council Fees and Charges

Inspection

Council will contact you by phone to arrange inspection of the documents at a specific time at the Principal Office, 2A Wasleys Road, Mallala once your application has been processed.

Submission of the Form

This application may be submitted in person at either the Principal Office, 2A Wasley Road, Mallala, SA 5502 **OR** at the Council office situated at 69 Old Pt. Wakefield Road, Two Wells, SA 5501.

It may also be posted to PO Box 18, Mallala, SA, 5502 or submitted via by email to info@apc.sa.gov.au.
Please note that processing of the form will not commence until payment has been received.