



Application to Inspect Development Documents

Postal Address for return of completed form:
PO Box 72, Kapunda, South Australia 5373

Please Note: Certain documents inspected may be subject to copyright and any unauthorised dealings with these documents might 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.

PLEASE NOTE all fields are mandatory unless otherwise denoted

Applicant Surname		
Given Names		Title
Postal Address		
Suburb		State
		Postcode
Telephone	Fax	Mobile

I request access to inspect document(s) held by the Light Regional Council concerning *(Please be as specific as possible)*:

Development Application <i>(Required only if seeking copy)</i>
Property Details
Developer/Owner <i>(Required only if seeking copies)</i>
Documents Request
Reason for Access

Fees and Charges *(only applicable if seeking copies)*

- An Application Fee of \$20.00 is required for the search of documents
- A Search Fee of \$15.00 per 15 minutes (not charged for searches under two hours)
- Copying Fees (if applicable)
A4 at \$1.00 per page; A3 at \$1.10 per page; .20c per copy greater than 21 Pages; other items at cost.

Attached is a cheque/money order/cash to the amount of \$20.00 to cover the Application Fee. (please do not send cash through the mail)

Location to Inspect Documents

In order to inspect development documents please arrange a time to visit the Freeling Branch Office at 12 Hanson Street, Freeling. Please ensure you contact the Development Services Department on 8525 3200 or via email at development@light.sa.gov.au a minimum of two (2) business days in advance to ensure the relevant files are available. Some files are stored off-site so access may not be immediately available.

I **Do / Do Not** wish to obtain copies. **Applicant's Signature** _____ **Date** _____

(Required only if seeking copies)

Property Owner / Applicant Consent

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

Signed _____ Date _____

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 copies being released to the applicant.

Signed _____ Date _____

AVAILABILITY OF DEVELOPMENT AND BUILDING DOCUMENTS

Regulation 101(4)(a) of Development Regulations 2008 provides that a person may inspect at the offices of the Council during its normal office hours any document retained by the Council under regulation 101(a1) or 101(1), without charge.

Regulation 101(4)(b) states that a person may, on payment of a reasonable fee fixed by the Council, obtain a copy of any document retained by the Council under regulation 101(a1) or 101(1).

This obligation however is subject to a number of exceptions in regulation 105(b), including where copying a document would:

- in the opinion of the Council, unreasonably jeopardise the present or future security of a building; or
- involve an infringement of copyright in matter contained in a document; or
- constitute a breach of any other law.

Accordingly, where a person does not have permission from the owner of copyright in plans and other documents held by the Council under regulation 101(a1) or 101(1), the Council is not obliged to provide a copy of that document to that person. Please note it is your responsibility as the applicant to obtain permission from the property owner and the owner of the copyright.

If such permission cannot be obtained, then a copy of the document may be provided to the person provided that they sign a statutory declaration to the effect that they have made reasonable enquiries to locate the owner of copyright in the documents and has not been able to find them

Office Use Only

Application Received ____ / ____ / ____

Inspection	GRANTED	DENIED	Date Decision Made ____/____/____	Date of Inspection ____/____/____
Copies	GRANTED	DENIED	Date Decision Made ____/____/____	Date Provided ____/____/____

Reason for Denial _____

Council Officer _____ Date _____