CITY OF PROSPECT

Development Services Department
128 Prospect Road, Prospect SA 5082
Telephone (08) 8269 5355 | Email admin@prospect.sa.gov.au

Inspecting or Copying Development Application Details

Introduction:

Council has a responsibility to protect the privacy of property owners and applicants, while ensuring that the wider community can be provided with information about development that may impact on their surroundings.

The management of information held by Council is subject to the Copyright Act 1968, which restricts the reproduction of written material, artistic works and other creative works, without permission of the copyright owner. In addition, Council is bound by the requirements of the Freedom of Information Act 1991 and the State Records Act 1997, which limit the ability of Council to copy and distribute information to the general public or to individuals.

Subject to the Development Act 1993 and Development Regulations 2008, however, Council can provide access to plans and information forming part of development applications. Council does not give access to any documents that could unreasonably jeopardise the security of the building to which they relate.

Can I view the plans for neighbouring development applications?

Briefly, yes. Plans and information lodged with Category 2 and 3 development applications are available for viewing during the notification period at the Council office.

Development applications that are Category 1 forms of development are exempt from notification and Council therefore does not make plans available for inspection as part of the assessment process. You may, however, request to view the documents and Council will usually permit viewing of the application details without a Freedom of Information request.

Can I have copies of the plans for neighbouring developments?

In limited circumstances, yes. A copy of the information available for viewing as part of the notification process can be provided to you, but you *must* make a formal request to Council *during* the public notification period. You must also be a person who has been notified of the application by Council. You will be required to provide your name, address, contact details and proof of identification. Copying of plans is also subject to the payment of a fee.

If a development application is not subject to public notification, or if the notification period has ended, then Council *will not* provide copies of plans. Council will, however, usually make the information available for viewing at the Council office, subject to the completion and submission of a formal request for viewing of plans (see over).

Can I view or have copies of plans for my own property?

Yes and no. The plans of your own property can be made available for viewing at the Council office, subject to availability (which can depend on now long ago a development was approved). You will need to get written permission of the copyright owner of the plans for Council to provide you with copies.

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Application to Inspect/Copy Documentation

Your Details:

Name: _____

Address: _____

Email: _____

Phone: _____ Mobile: _____

Property Details:

Property Address: _____

Application Number(s): _____

My Relationship to the Property: _____

Documents Requested: _____

Reason for Access: _____

Request:

I request to view the documentation: □ Yes □ No

I request copies of the documentation: □ Yes □ No

Please note that copies of documents will not be provided outside of the public notification period without the written permission of the copyright holder.

Fees and Charges

The majority of Council's Development Applications (pre-2008) are stored offsite. If your enquiry requires retrieval from offsite storage, a fee of **$60.00** is payable *prior* to the files being retrieved. *(internal ref-type:203)*

Copying of documents will be charged at a rate of **20c per page (A4)** or **40c per page (A3)** for colour copies. Documents larger than A3 (A2 and above) cannot be copied on-site. *(internal ref-type:406)*

Declaration

I, the undersigned, agree to make payment of the administrative and copying fees (as required) and acknowledge that it can take up to 2 weeks for documents to be retrieved from offsite.

Signed: _____ Date: _____

Office Use Only

Photo identification sighted: □ Yes □ No