

	<h1>District Council of Cleve</h1>	Version No:	4
		Issued:	13/04/2021
		Next Review:	2024

Policy Name: **3.2 - ACCESS TO DEVELOPMENT RECORDS**

1. POLICY

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 1991* (Freedom of Information Application forms may also be obtained from Council).

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 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.

2. FEE STRUCTURE

File Retrieval		\$28.00
Photo Copying	A4	\$0.50
	A3	\$1.00

3. LEGISLATION

Nil.

4. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website <http://www.cleve.sa.gov.au>. Electronic versions are the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

5. **ADOPTION OF POLICY**

This Policy was adopted by the Council at its Ordinary Council meeting on 13th April 2021.



Peter Arnold
Chief Executive Officer

6. **DOCUMENT REVIEW**

This document will be reviewed by the District Council of Cleve following Council elections every (4) four years.

7. **REVIEW HISTORY**

Version	Issue Date	Author	Reason for Change
4.0	13/04/2021	Jodie B	Minor updates following Council election 2018 Formatting Added legislation, availability of policy, adoption of policy, document review and review history sections.

Building/Planning Records Request Form

Applicants Details

Name:	
Address:	
Contact Number:	
Email Address:	

Property Details

Property details Address of site for which records are requested:	
Assessment Number:	
Name of the Owner (if known):	
Development Application Number (if known):	

Note: If the owner of the property is not you, you must have the owner of the property sign this form to give you authorization to access the information. If authorisation is not given by the owner, a request may be made under the *Freedom of Information Act 1991*

Owner Authorisation

I, _____, the owner of the above mentions property give authorization for the information in the development application to be released to the person requesting.

Date:	
Signature:	

Information requested (Please tick appropriate boxes)

Site Plan	<input type="checkbox"/>	Floor Plan	<input type="checkbox"/>	Elevations	<input type="checkbox"/>
Other (please specify)					

Note: these documents may not be acceptable for future development applications

I wish to view the documentation in person (contact Council to arrange a time)	<input type="checkbox"/>
I require a copy of the documentation	<input type="checkbox"/>
Details of building work / approximate year of construction	<input type="checkbox"/>

Reason for accessing plans / documents

--

Authorisation I understand that fees apply in respect to the copying of documents. I also understand that Council may not have the information requested available.

Date:	
Signature:	