

Information Access – Historic Development Application Plans/Documents



Please Note: some documents are classified as public and are available at www.onkaparingacity.com

Some Development Application documents can be viewed free of charge by any member of the public under the Development Act and Planning Design Infrastructure Act. Please contact Development Services on 8384 0666 to arrange a viewing appointment at our office located at Ramsey Place Noarlunga between 8:30am and 5.00pm Monday to Friday.

PART A – Applicant Requesting Information	
Name	
Postal Address	
Phone	
Email	
Proof of Identity – Type and Number (copy to be attached)	

Residential / Business Property Information Request (tick appropriate boxes)
<input type="checkbox"/> Plans (site and house) <input type="checkbox"/> Tree Report <input type="checkbox"/> Soil Report <input type="checkbox"/> Elevations <input type="checkbox"/> Structural Calculations <input type="checkbox"/> Stormwater <input type="checkbox"/> Roofing Layout <input type="checkbox"/> Engineers Report <input type="checkbox"/> Footings Report
Address of Residence / Business Property Information is required for
Include any relevant additional information (e.g. application number)
Reason for Request
Applicant Status (please tick relevant box/es) <input type="checkbox"/> I am the current owner of the building/land (Part B not required) <input type="checkbox"/> I am the copyright owner (Part B not required) <input type="checkbox"/> I have obtained the copyright owner of the documents requested (Complete Part B) <input type="checkbox"/> I have obtained written permission from the owner for copies of the documents (Complete Part B)

Signature		Date	
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PART B - PROPERTY OWNER

I, _____ (*print full name*) declare that I am the property owner of _____ (Property Address) being the development application owner of the requested plans and/or documents hereby consent for the person / company nominated in Part A to be supplied copies of plans/document .

Signature: _____ Date: _____

Contact Phone Number: _____

COPYRIGHT OWNER CONSENT – Plans

I, _____ (*print full name*) of _____ (*company name*) declare that I am the Copyright owner of the requested plans _____ hereby consent for the person/company nominated in Part A to be provided with a copy of the plans requested.

Signature: _____ Date: _____

Contact Phone Number: _____

COPYRIGHT OWNER CONSENT - Documents

I, _____ (*print full name*) of _____ (*company name*) declare that I am the Copyright owner of the requested documents _____ hereby consent for the person/company nominated in Part A to be provided with a copy of the documents requested.

Signature: _____ Date: _____

Contact Phone Number: _____

ADMINISTRATION USE ONLY:

Property Owner Verification Checked:

Verification Method: _____

Administration Officer: _____

Copyright Owner Verification Checked:

Verification Method: _____

Administration Officer: _____

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Notes

- Council is unable to provide copies of development documents without owner consent, unless the applicant is the current owner of the building/land.
- Some development files may not be available from Council, and the condition or quality of some documents contained therein is not guaranteed for reproduction purposes due to possible deterioration.
- Once a completed application is received, the Development Support team will advise the applicant if documents are available. Request may take up to 20 working days to be processed. Applicants will be contacted and advised if the requested information is available.
- If the information is available and the applicant wishes to proceed with the request, payment will be required prior to the information being provided (see fees below).
- Additional administrative fees may apply if the request is substantial in size and will take considerable time to process, however the applicant will be advised prior to the work being undertaken.
- Files can be delivered electronically via email or provided in hardcopy. If the applicant requires hardcopy, there will be additional costs as stated in the fees.
- Council reserves the right to refuse the viewing or copying of any documents due to copyright, privacy or security reasons.
- If you are not the property owner, the owner may be notified of the request but will not be provided details of the applicant.

Fees

Application Fees	\$62.40
Additional Administrative Fees	\$37.70 per half hour, payable upon completion
Additional Material Costs	\$0.20 per A4 page \$0.50 per A3 page
For further information please view the City of Onkaparinga Schedule of Fees and Charges - Information Retrieval for Community Members https://www.onkaparingacity.com/Payments-and-permits/Schedule-of-fees-and-charges	

To Submit your request or for further enquires

Email	applications@onkaparinga.sa.gov.au
Post	Development Support City of Onkaparinga PO Box 1 NOARLUNGA CENTRE SA 5168
Phone	08 8384 0666