

## Information Access – Development documents

**Please Note:** some documents are classified as public and are available - [www.onkaparingacity.com](http://www.onkaparingacity.com)

Some Development Application documents can be viewed free of charge by any member of the public under the Development Act – Contact Development Services on 8384 0666 to arrange a viewing appointment

### Applicant Information

|  |  |
|--|--|
| Name   |  |
| Postal Address   |  |
| Phone  |  |
| Email  |  |
| Proof of Identity – Type and Number<br>(copy of ID must be attached) |  |

### Residential/Business Property Information Request (tick appropriate boxes)

|  |                         |                 |
|--|-------------------------|-----------------|
| Plans (site/house)   | Tree report             | Soil report     |
| Elevations   | Structural calculations | Stormwater      |
| Roofing layout   | Engineers report        | Footings report |
| Plumbing   |                         |                 |
| Address of residence/business property information is required for   |                         |                 |
|  |                         |                 |
| Include any relevant additional information (eg approved plans for DA 1234/2014)   |                         |                 |
|  |                         |                 |
| Reason for request   |                         |                 |
|  |                         |                 |
| Applicant status (please tick relevant box)  |                         |                 |
| <input type="checkbox"/> I am the current owner of the building/land   |                         |                 |
| <input type="checkbox"/> I am the copyright owner of the documents requested (proof of copyright ownership must be attached) |                         |                 |
| <input type="checkbox"/> I have obtained written permission from the owner for copies of the documents – copy attached       |                         |                 |

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

**Notes**

- Council is unable to provide copies of development documents without the owners 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 Information Governance 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 files 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 fee:                       | \$58.90  |
| Additional administrative fees         | \$35.90 per half hour payable upon completion  |
| Additional material costs for hardcopy | \$00.20 per page payable upon completion (A4)  |
|  | \$00.50 per page payable upon completion (A3)  |
|  | \$02.00 per page payable upon completion (A01) |

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 queries**

|       |  |
|-------|--|
| Email | <a href="mailto:applications@onkaparinga.sa.gov.au">applications@onkaparinga.sa.gov.au</a> |
| Post  | Development Support<br>City of Onkaparinga<br>PO Box 1<br>Noarlunga Centre SA 5168         |
| Phone | (08) 8384 0666   |