

Town of Gawler

Request to View or Copy Development Application related documents

Gawler



Town of Gawler - Digital and Business Information Solutions
PO Box 130, Gawler SA 5118
Ph: 8522 9211
Email: council@gawler.sa.gov.au

Prior to completing this form please read the below information

- Council will not provide access to a document without the owner's consent unless the applicant is the current owner of the building/land.
- Council reserves the right to refuse the viewing or copying of any documents due to copyright, privacy or security reasons.
- Files pre 1980 may not be available and files pre 1995 cannot be guaranteed in regard to quality or condition for viewing or reproduction due to paper and ink used or format in which they're kept.
- Depending on the availability of documents (stored electronically, hardcopy on-site or hardcopy off-site), obtaining access to these may not be immediate and Council has XX working days to process your request.
- Files will be provided electronically unless specifically requested, in which case additional printing fees may be incurred
- Viewing of plans/documents will be undertaken at the Gawler Administration Centre, 43 High Street Gawler East during normal hours of business (9am-5pm, Monday to Friday) unless otherwise arranged.
- All fields on this form are mandatory unless denoted otherwise

Copyright

Council is required to adhere to the Copyright Act 1968. This outlines that drawings, plans and engineering reports have copyright protection by the author and permission must be obtained from that person prior to copies being made. This permission must be in writing.

Submitting this form

Submit the completed form, along with proof of identification (copy of drivers licence or rates notice) and property owner's consent (if applicable) to council@gawler.sa.gov.au. Once received, customer service will make contact during normal business hours (9am-5pm, Monday to Friday) for payment over the phone via credit card. **Please do not email credit card details.**

OR

Lodge a hardcopy and provide proof of identity and property owner's consent in person at the Gawler Administration Centre, 43 High Street Gawler East and make payment at customer service.

OR

Post a hardcopy with proof of identity, property owner's consent and a cheque to PO Box 130 Gawler SA 5118. **Please do not send cash via the mail.**

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Request to View or Copy Development Application related documents

I am requesting:

- ☐ Permission to view only (*free*)
- ☐ A copy of documents (*application fee of \$27.50 payable*)

PART A

Details of person seeking to view/copy documents

Full Name

Address

Phone Number(s)

Email

Property for access being sought

Property Address

I am the registered property owner ☐ YES ☐ NO

Property owner consent

Has consent been provided by the registered property owner to view/copy documents

☐ YES ☐ NO

Property Owner Name

Best contact (Phone and/or email)

Nature of Development What type of application is it that you're seeking access to

- ☐ Residential Dwelling ☐ Residential Dwelling Additions ☐ Shed / Outbuilding
- ☐ Commercial Property ☐ Commercial Property Additions ☐ Pool
- ☐ Other

Documents requested Which of the following would you like from the file you're requesting access to

- ☐ Plans / Elevations ☐ Structural Calculations ☐ Stormwater
- ☐ Footings Report ☐ Engineering Reports ☐ Soil Reports
- ☐ Other

Reason for request

Proof of Identity

Identification Type

ID No.

Signature

Date

Office use only

Original sighted ☐ Yes ☐ No Initial Date

PART B

Copyright Owner's Consent

☐ I will be seeking my own copyright approvals
Once obtained, please email approval(s) to council@gawler.sa.gov.au with the email subject:
Copyright Approval - Property Address

☐ I request assistance in seeking copyright approvals (additional fees may apply)

Document Description

Copyright owner identified

Document Description

Copyright owner identified

OFFICE USE ONLY – Copyright approvals

- ☐ Copyright Approval received ☐ Unable to locate copyright owner
☐ By Email ☐ by hardcopy mail ☐ No longer in business ☐ Deceased
☐ No approval obtained and therefore only 10% of overall plan or report can be copied

Notes

Completed by Records staff member

Date