

# 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](mailto: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 10 businessdays 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](mailto: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.**

# Town of Gawler

## Request to View or Copy Development Application related documents

***I am requesting:***

- ☐ Permission to view only *(free)*
- ☐ A copy of documents *(application fee of \$25 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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Residential Dwelling | <input type="checkbox"/> Residential Dwelling Additions | <input type="checkbox"/> Shed / Outbuilding |
| <input type="checkbox"/> Commercial Property  | <input type="checkbox"/> Commercial Property Additions  | <input type="checkbox"/> Pool               |
| <input type="checkbox"/> Other                |   |   |

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

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Plans / Elevations | <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Stormwater   |
| <input type="checkbox"/> Footings Report    | <input type="checkbox"/> Engineering Reports     | <input type="checkbox"/> Soil Reports |
| <input type="checkbox"/> 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](mailto: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**

**By Email**

**by hardcopy mail**

**Unable to locate copyright owner**

**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**