

REQUEST TO VIEW AND/OR COPY DOCUMENTS

Please return completed application form to:

In Person: Kangaroo Island Council, 43 Dauncey Street, Kingscote
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw
By Post: PO Box 121, Kingscote SA 5223
Fax: 08 8553 2885
Email: kicouncil@kicouncil.sa.gov.au
Website: www.kangarooisland.sa.gov.au/animals

Introduction

The Development Act 1993 and the Development Regulations 1993 outline what documents, and in what circumstances, documents that form part of a Development Application can be viewed or copied for the general public.

Documents which can be viewed

- Information on all Development Applications is held on a public register which can be viewed during normal office hours (*the attached form does not need to be completed*).
- Plans and details submitted by an applicant as part of a 'Category 1' application can be viewed only with the written consent of the applicant (*Parts A and B of the attached form must be completed*).
- Plans and details submitted by an applicant as part of a 'Category 2' or 'Category 3' application can be viewed during the formal public consultation period (the attached form does not need to be completed). Outside of the formal public consultation period, viewing is only with the written consent of the applicant (*Parts A and B of the attached form must be completed*).

The exception to the above relates to plans and documents of building work that have been approved by the Council. Specifically, technical details, plans, drawings, specifications, certificates, and schedules of essential safety provisions may be viewed with the consent of the property owner (Parts A and C of the attached form must be completed).

Documents which can be copied

- Copies of Development Application Forms and Development Decisions made by Council can be obtained during normal office hours (*the attached form does not need to be completed, but photocopying charges apply*).
- Copies of other documents submitted by an applicant as part of a Development Application will only be provided to the property owner who has obtained the consent of the Copyright owner (*Parts A and D of the attached form must be completed and photocopying charges apply*).

Other than the above circumstances, copies of plans and documents are generally not provided by Council due to Copyright issues.

Other restrictions

In addition to the above, Council does not give access to any documents that may jeopardise a building's security.

Making a request to view or copy documents

If you want to view or obtain copies of documents, you will need to complete the relevant sections of the attached form and bring it to the Council with your driver's licence. Council will take a photocopy of your driver's licence as a record of the name and address of the person making the request.

There will be fees required for copying of these documents which will be charged at the standard photocopying rate.

Please note:

- **Timing**
As files may be off-site, immediate access may not always be possible.
- **Soil Reports**
Due to changes in technology, soil reports more than twelve (12) months old should be taken as a guide only. In all cases expert advice should be obtained.
- **Availability of Documents**
No responsibility is taken if, following archive searching, the requested documents are unavailable and, in these circumstances, the search fee is non-refundable. Particularly, records prior to 1959 are often not available.
- **Copyright Restrictions**
Plans and documents may be subject to copyright and any unauthorised dealings with these documents might render the person liable to the copyright owner. Particularly, the taking of notes or sketches from documents or plans viewed may be a breach of copyright restrictions.
- **Condition of Documents**
The quality and condition of documents can not be guaranteed and therefore Council accepts no responsibility for this.
- **The Freedom of Information Act**
A request to view or copy documents on the attached form is not an application under the Freedom of Information Act 1991. The Freedom of Information Act provides a separate right to apply for access to Council documents generally and other fees and conditions apply. By submitting a request on the attached form, a person is not prevented from making an application under the Freedom of Information Act.

Section A: Person seeking to view and/or copy documents

Name:

Postal Address:

Postcode:

I am the registered owner of the property in question (please tick):

 Yes No

I request permission to access documents held by Kangaroo Island Council for the purposes of (please tick)

 Viewing Copying

Nature of development:

Property Address:

Name of Owner/Developer:

Documents requested:

Reasons for request:

Signature:

Date:

 / / **Section B: Development Applicant's Consent**

I,

(insert full name in BLOCKLETTERS)

being the applicant for the development at

(insert property address)

contained in Development Application number

(insert DA number)

hereby consent to the inspection of the documents requested by the abovementioned person.

Signature:

Date:

 / /

Section C: Property Owner's Consent

I,

(insert full name in BLOCKLETTERS)

being the applicant for the development at:

(insert property address)

hereby consent to the inspection of the documents requested by the abovementioned person.

Signature:

Date:

Section D: Development Architect's Consent

I,

(insert full name in BLOCKLETTERS)

Being the Copyright owner of the above requested plans and/or documents, hereby consent to the making of a copy for the purpose of release to the abovementioned person.

Signature:

Date:

Office Use Only

This request has been considered and is::

 Approved Refused

Name of Authorised Officer:

Position:

Signature:

Date: