

# Request to view/copy Development Documents

Please refer to table on the following page for instructions on form completion.

## PART A: PERSON SEEKING TO VIEW/COPY DOCUMENTS

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Email: \_\_\_\_\_

I am the registered property owner of the property in question: YES ☐ NO ☐ (please tick applicable box)

I request permission to view ☐ / obtain copies ☐ (please tick applicable box),  
of document(s) held by the City of Marion concerning (please be as specific as possible):

**Nature of the Development (e.g. house, office development):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Name of Owner (if known):** \_\_\_\_\_

**Name of Developer (if known):** \_\_\_\_\_

**Documents requested:** \_\_\_\_\_

**Reason(s) for request:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PART B: APPLICANT'S CONSENT

I, \_\_\_\_\_ (print full name) being the applicant for the development at  
\_\_\_\_\_ (property address) contained in Development

Application No: \_\_\_\_\_ hereby consent for the abovementioned person to view be  
provided with a copy of (please strike out that which is not applicable) the documents requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PART C: PROPERTY OWNER'S CONSENT

I, \_\_\_\_\_ (print full name) being the registered owner of the property at  
\_\_\_\_\_ (property address) hereby consent for the

abovementioned person to view be provided with a copy of (please strike out that which is  
not applicable) the documents requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PART D: COPYRIGHT OWNER'S CONSENT

I, \_\_\_\_\_ (print full name) being the Copyright owner of the requested  
plans and/or documents hereby consent for the abovementioned person to view or be  
provided with a copy of (please strike out that which is not applicable) the documents requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## OFFICE USE ONLY

The request to view / copy documents has been considered and is Approved / Refused. Name  
of Authorised Officer: \_\_\_\_\_

Position: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Request to view/copy Development Documents

	Details Requested	Part(s) of form to be completed
View	Development Application Forms and Decision Notification Forms.	Not required.
	Plans/documents of an application which has not yet received Development Approval.	Part A, Part B (Applicant's Consent) & Part C (Property Owner's Consent).
	Plans/documents submitted by an applicant as part of an application that requires public notification during the formal public notification period.	Not required. These plans are able to be viewed online during the notification period.
	Plans which relate to a Development Plan Consent issued by a private certifier.	Not required.
	Plans/documents for building work where the proposed development has received Development Approval.	Not required.
Copy	Development Application Forms and Decision Notification Forms.	Not required.
	Plans/details of an application which has not yet received Development Approval.	Part A, Part B (Applicant's Consent), Part C (Property Owner's Consent) & Part D (Copyright Owner's Consent).
	Plans/documents submitted by an applicant as part of an application that requires public notification during the formal public notification period.	These plans are able to be viewed online during the notification period.
	Plans/documents for building work where the proposed development has received Development Approval.	Part A, Part B (Applicant's Consent), Part C (Property Owner's Consent) & Part D (Copyright Owner's Consent).
Note	Charges apply to supply copies of plans, including those where the form does not need to be completed. Printing/copying charges are <b>\$2.00</b> per page for A4 pages and <b>\$4.00</b> per page for A3 pages. For copies of plans/specifications (documents that are not on the public register), there is a search fee of <b>\$75.00</b> that must be paid when a request is made. Please note, this fee is non-refundable, even if a search results in no documents being found.	

