

# CITY OF MARION

## REQUEST TO VIEW/COPY DEVELOPMENT DOCUMENTS

Please refer to table below 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: 100/...../..... 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 / 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:.....

	Details requested	Part 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, <b>except:</b>	Part A & Part B (Applicant's Consent)
	<ul style="list-style-type: none"> <li>Plans/documents submitted by an applicant as part of a "Category 2" application <u>during</u> the formal public consultation period and you were formally notified by Council</li> </ul>	Not required (Council will post copies of plans to owners/occupiers of adjacent land)
	<ul style="list-style-type: none"> <li>Plans/documents submitted by an applicant as part of a "Category 3" application <u>during</u> the formal public consultation period</li> </ul>	Not required
	<ul style="list-style-type: none"> <li>Plans which relate to a Development Plan Consent issued by a private certifier</li> </ul>	Not required
	Plans/documents for building work where the proposed development has received Development Approval (Category 1, 2 or 3)	Not required
Copy	Development Application Forms and Decision Notification Forms	Not required
	Plans/details of an application which has not yet received Development Approval, <b>except:</b>	Part A & Part B (Applicant's Consent) & Part D (Copyright Owner's Consent)
	<ul style="list-style-type: none"> <li>Plans and details submitted by an applicant as part of a "Category 2" application <u>during</u> the formal public consultation period and you were formally notified by Council</li> </ul>	Not required (Council will post copies of plans to owners/occupiers of adjacent land)
	<ul style="list-style-type: none"> <li>Plans and details submitted by an applicant as part of a "Category 3" application <u>during</u> the formal public consultation period</li> </ul>	Not required
	Plans/documents for building work where the proposed development has received Development Approval (Category 1, 2 or 3)	Part A & Part C (Property Owner's Consent) & Part D (Copyright Owner's Consent)
	<p><i>Note: Charges apply to supply copies of plans, including those where the form does not need to be completed. Photocopying charges are \$2.00 per page for A4 pages and \$4.00 per page for A3 pages. For copies of plans/specifications (documents that are not on the public register), there is a search fee of \$65.00 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.</i></p>	