



# Request to View/Copy Development Application Plans and Reports (not on Public Notification)

Request permission to view only  
(Complete **Part A** Only)  
No fee payable

Request copy of documents  
(Complete **Part A** & **Part B**)  
Application Fee: \$25.00 (digital copies provided)  
Where hard copy documents are required Photocopying Fees apply.  
For applications that require investigation and archival retrieval where information is not readily available from current data a fee of \$42.50 per 30 minutes will apply.

## **PART A** Details of Person seeking to view/copy documents

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
Phone No(s): \_\_\_\_\_  
Email: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
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: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

**Nature of Development:**  
Residential Dwelling  Residential Dwelling Additions  Shed / Outbuilding   
Commercial Property  Commercial Property Additions  Pool   
Other  \_\_\_\_\_

**Documents requested:**  
Plans  Soil Reports  Engineering Reports  Structural Calculations   
Other  \_\_\_\_\_

**Reason for the request:**

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**Proof of identity:**

**Identification:** \_\_\_\_\_ **ID No:** \_\_\_\_\_  
*e.g. License, Rates Notice etc*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

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, copyright approvals can be emailed directly to [POBox1@unley.sa.gov.au](mailto:POBox1@unley.sa.gov.au)  
Email subject: **Copyright approval – Property Address**

I request assistance in seeking copyright approvals (*Additional search fees may apply*)

**Document Description:** \_\_\_\_\_  
\_\_\_\_\_

**Copyright owner identified:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Document Description:** \_\_\_\_\_  
\_\_\_\_\_

**Copyright owner identified:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Unley Use Only – Copyright Approvals**

- Copyright approval received  Unable to locate copyright owner  
 By email  By hard copy mail  No longer in business  Deceased

No approval achieved and therefore only 10% of overall plan or report can be copied.

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

Completed by IM Team Member: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

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### Form Lodgement Advice:

- Applications, along with proof of identification (photo of licence or copy of rates certificate) and property owner consent, can be emailed to:  
[pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)
- Once your email has been received, a customer service staff member will call you during working hours, for payment over the phone by via credit card. Please do not email your card details.
- Otherwise a hard copy with a cheque, can be posted to:  
City of Unley  
PO Box 1  
Unley SA 5061
- If you wish to view the plans and reports, once your application has been processed, a staff member will call to make a viewing appointment. Viewing will be conducted at:  
Unley Civil Centre  
181 Unley Road  
Unley