

Access to Development Application Documents

Can I access plans and documentation relating to a development application which is currently being assessed?

Generally, only development applications which are undergoing Category 2 or 3 public notification can be viewed while under assessment.

Otherwise, there is no legal right to view information of a current development application under the Development Act. Once a decision has been made then it may be possible to view the plans (as outlined below).

If you have any concerns or questions about a current application you can speak to the officer responsible for the assessment on 8408 1111.

Can I have a copy of the Development Application documents undergoing Category 2 or 3 public notification?

Yes, copies of applications currently undergoing Category 2 or 3 notifications can be provided to the public during the notification period. In making a request for this information the person seeking the information must provide their name address and contact details pursuant to 34(3) of the Development Regulations 2008 by completing the Request for Documents on Public Notification form.

Note: Copying charges may apply.

Can I access plans and documentation relating to a development application where a decision has been issued?

Yes, access to old development application documents will be provided at the discretion of Council officers with respect to the present or future security of a building.

Access to older development applications will only be organised on completion of an Application to Access Development Documents Form. These files may be kept in off-site storage and may not be immediately accessible. We advise allowing a minimum of two (2) weeks from submitting the application to allow us to collate the required information. A search fee may be charged dependent on the age of the files requested.

What development information can be viewed at the Council after a decision is made?

The following information can be viewed for development applications:

- A Development Application Form;
- All supporting plans and drawings forming part of a Development Application excluding any document which, in the opinion of the Council, may unreasonably jeopardise the present or future security of a building, including, for example, a floor plan of a building;

- All technical details, specifications and calculations excluding any details, specifications or calculations which, in the opinion of the Council, may unreasonably jeopardise the present or future security of a building, including, for example, a floor plan of a building;
- Any statement of effect that has been prepared (for a Non-Complying development)
- All details kept by the Council in the register of applications pursuant to Regulation 98;
- All details kept by the Council in relation to approved building work pursuant to Regulation 101.

What development information can I get copies of after a decision has been made?

There are limitations to what documents may be copied in relation to a Development Application. For plans, drawings or other documentation that may be subject to copyright legislation, the person requesting a copy of the document must provide Council with the written permission of the copyright owner. The person requiring access to the documentation must complete the Application to Access Development Documents Form and provide this form together with any relevant fee to Council.

Note: Copying charges may apply.

Other information

If a person wishes to gain access to any type of document which is not listed in this information guide, then the individual must make an application to Council under the Freedom of Information Act 1991 by completing the [Freedom of Information form](#).

As some Council files may be located off-site, access may not always be available immediately.

No responsibility is taken by Council if, following all relevant searches, the requested documents cannot be found. In these circumstances, the fee payable to Council is not refundable.

An application to access documents will only be considered by Council when, where applicable, the application form has been completed to the Council's satisfaction.

Other online services relating to Development Applications

Development Application Information can be accessed online at Council's [Online Services](#) page on the public website. Information available includes:

- Lodge an Application
- View Applications on Public Notification
- Notify Building Inspections
- Application Tracking and Register

Please note that the information contained in this guide does not override any statutory obligations established under the Development Act 1993, the Local Government Act 1999 or the Copyright Act 1968.

Development Information Guides are intended to help applicants to submit applications which are complete, well prepared, and can be processed efficiently. The information provided is intended as a general guide only and applicants are encouraged to refer to the City of Charles Sturt Development Plan and to seek professional advice if necessary. This information is subject to frequent updates. This version last updated February 2019. Access the Development Plan and current versions of information guides at www.charlessturt.sa.gov.au.