

Plan Search

Application for Inspection of Approved Building Work

Required Notice

Approved development applications for building work will be made available for inspection within (5) business days from date of Plan Search registration when possible. Documents can be viewed at Council's office or sent via email in a copyright restricted format.

Although available for inspection (Development Regulations 2008, 101(4)(b)), Council is bound by the Copyright Act 1968 and may not reproduce plans or documents if to do so would be an infringement of the Act (Development Regulations 2008, 101(5)(b)(ii)).

Please note delays may occur if files must be retrieved from off-site storage.

Important Notes

1. Not all plans and documents have been stored or retained by Council. If this is the case, we recommend that you endeavour to find the original owner, architect, designer or engineer involved with the building work.
2. Plans or any other copyright documents may not be copied without the express written permission of the Copyright owner (Copyright Act 1968). The applicant must supply written approval from the copyright owner prior to the copy of plans or documents. Plans may be made available to the current owner of the property on receipt of suitable identification when submitting the Plan Search request.
3. The application may be wholly or in part declined by Council if, in the opinion of Council, the relevant plans, documents or information would "unreasonably jeopardise the present or future security of a building" (Development Regulations 2008 101(5)(a)(i)).
4. Live applications, that is, development applications for which a decision has not yet been made, will only be made available for viewing or copying during the public notification process, per Development Regulation 34 "public inspection of certain applications".
5. This application is retained and may be provided on request to South Australia Police or government agencies.
6. Should you meet the requirements for copies of plans or documents (see 2. above), a handling fee of \$35.00 applies for hard copies, which includes copying 10x A4/A3 pages or 2x A2/A1/A0 pages, thereafter a fee per page applies. (Note for plans larger than A3, staff use specialised equipment to copy, and delays may be expected dependent on resourcing). You may elect to receive a file via electronic copy. The charge is \$35.00 *per file*.
7. There is a fee of \$20.00 for file retrieval, but please bear in mind that each file retrieval costs the City of Burnside approximately \$65.
8. A Plan Search form must be completed for each address. If required, the copy fee is per address (see 6. above).