

<b>POS</b>	<b>COPIES OF APPROVED BUILDING PLANS</b>	<b>PSPD5</b>
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<b>POSITION STATEMENT CODE:</b>	PSPD5
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Building Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Building Services
<b>FILE NO.:</b>	182/002
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	12 March 2015
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	3

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	31 January 2013 22 August 2013 26 February 2015
OCM:	14 February 2013 12 September 2013

**BACKGROUND:**

Property owners have an expectation that the City should provide copies of historically approved building plans to assist them in making applications for building permits for future additions and other improvements or modifications to the building.

There are potential legal implications for Council in providing this service, and therefore an application form needs to be completed by the owner requesting copies of approved building plans.

**PURPOSE:**

To assist property owners to obtain information and also abide by the objectives of Copyright laws.

**POSITION:**

The City may copy approved building plans when the property owner/or the Nominated Agent makes application on the form provided and pays a fee.