

**COUNCIL POLICY**

<b>Building Permit Information Policy</b>	Policy No:	
	Adopted by Council:	16/7/2015
	Next review date:	July 2018
Responsible SM:	General Manager Infrastructure, Development & Works	
Responsible Officers:	Planning and Environmental Manager Municipal Building Surveyor	
Functional Area:	Regulatory Services – Municipal Building Services	
Introduction & Background	<p>Building Regulations require that a copy of the Building Approval Register be available for viewing only by government departments, agencies and private persons. This does not include the copying of data information in Building Approval files.</p> <p>Information contained in Building Approval files can only be provided to government departments , agencies and private persons after a written request has been received stipulating the reason for the request and is accompanied by the prescribed fee as set out in the Building Regulations.</p>	
Purpose & Objectives	To ensure that only those persons with a relevant interest in the Building Approval information have access to it.	
Definitions		
Policy Details		
1.	Disclosure to government & privatised service authorities	
	The Building Approval Register is to be made available for viewing to government departments and agencies and private persons. Requests from government departments and agencies and private persons for details of Building Approvals must be made in writing and accompanied by the prescribed fee as set out in the Building Regulations.	
2.	Commercial enquiries	
	The details of building approvals issued are not to be supplied to commercial interests.	



## POLICY MANUAL

Policy Adopted:	Ordinary Meeting 16/07/96	Minute Book Page 1404	
Policy Reviewed:	Ordinary Meeting 25/07/02	Minute Book Page 10300	
	Ordinary Meeting 06/04/06	Minute Book Page 13682	
	Ordinary Meeting 11/03/10	Minute Book Page 17759	
	Ordinary Meeting 16/07/2015	Minute Book Page 31431	RecFind 15/002913
	Ordinary Meeting 19/04/2017	Minute Book Page 35043	RecFind 17/001482

