

Request for a Building/Plumbing File Copy Request – 2020/2021

Purpose of Form: This form will be used to process your building compliance search request.

* Refer to table overleaf for range of separate searches available

| IMPORTANT INFORMATION |
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| <ul style="list-style-type: none"> Building/Plumbing files for domestic residential properties were not kept by Maryborough City Council prior to 1980, therefore limited, if any information, may be available on buildings constructed prior to this time. Building/Plumbing files for domestic residential properties were not kept by Hervey Bay City Council, Tiaro or Woocoo Shire Councils prior to 1996, therefore limited, if any information, may be available on buildings constructed prior to this time. Where an Applicant is not the Property Owner, the property owners' consent section must be completed. Council is not able to process applications without this consent. Please allow up to ten (10) business days from receipt of the application and relevant fee, for completion of request. Please refer to Council's Fees and Charges Schedule for relevant file copy request fees. Please note that charges are non-refundable in instances where investigations return a nil result. |

| CHARGES | |
|---|----------------------------------|
| Copy of existing drainage plan domestic – no file retrieval required – electronic | <input type="checkbox"/> \$38.45 |
| Retrieval of Domestic building/plumbing file (standard copy charges may apply in addition to this fee) | <input type="checkbox"/> \$75.00 |
| Retrieval of Commercial and/or Multi-Dwelling Sites – QUOTE REQUIRED (standard copy charges may apply in addition to this fee) | <input type="checkbox"/> Quote |
| <ul style="list-style-type: none"> Please refer to Council's Fees and Charges Schedule for relevant file copy request fees. Please note that charges are non-refundable in instances where investigations return a nil result. Photocopying charges will apply and can only be determined after file retrieval and copying has been completed. Documents that require photocopies will be available after full payment of photocopying fees has been received. If a drainage plan on a domestic property is located electronically on Council's systems and can be sent electronically, the fee will be reduced and can only be determined at the time of processing this request. | |

| APPLICANT DETAILS | | <i>Office Use Only – Applicant Name No.:</i> | |
|-------------------------------------|---|--|-------------------------------|
| Name | | | |
| Postal Address | | | |
| Email Address | | | |
| Phone | M: | | W: |
| Preferred Response Method | <input type="checkbox"/> Viewed/Collected | <input type="checkbox"/> Emailed | <input type="checkbox"/> Post |
| Authorised Person to Collect | | | |

| SITE DETAILS | | <i>Office Use Only – Property No.:</i> | |
|---|-----------------------------------|---|--|
| Street Address | | | |
| Lot & Plan Number | | | |
| Request Type | <input type="checkbox"/> Domestic | <input type="checkbox"/> Commercial/Industrial/Multiple Residential Units | |
| Tenancy Number/s (if applicable) | | | |

| PROPERTY OWNER/S CONSENT | | Office Use Only – Owner Name No.: | |
|--------------------------------------|---|-----------------------------------|--|
| Name/s | | | |
| Postal Address | | | |
| Phone | M: | W: | |
| Declaration <input type="checkbox"/> | I/We declare that I/we are the Property Owner/s and consent to the above request for sensitive or private information to be provided by Council to the Applicant noted above. | | |
| Owner/s Signature/s | | Date | |

| DOCUMENT/S REQUIRED FOR RETRIEVAL | | | |
|--|--|--------------------------|---|
| Please tick document/s that you require. | | | |
| <input type="checkbox"/> | Dwelling | <input type="checkbox"/> | Architectural Plans |
| | | <input type="checkbox"/> | Engineering Plans |
| <input type="checkbox"/> | Other Building/Structure | <input type="checkbox"/> | Swimming Pool |
| | | <input type="checkbox"/> | Garage |
| | | <input type="checkbox"/> | Shed |
| | | <input type="checkbox"/> | Carport |
| | | <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Other Building/Plumbing Approval Information | <input type="checkbox"/> | Please Specify |
| <input type="checkbox"/> | Specific Building Plans | <input type="checkbox"/> | Site Plan |
| | | <input type="checkbox"/> | Floor Plan |
| | | <input type="checkbox"/> | Floor & Slab |
| | | <input type="checkbox"/> | Elevations |
| | | <input type="checkbox"/> | Other (please specify) |
| <input type="checkbox"/> | Soil Test | <input type="checkbox"/> | Used for footing and slab design |
| <input type="checkbox"/> | Certificates | <input type="checkbox"/> | Classification |
| | | <input type="checkbox"/> | Final Building |
| | | <input type="checkbox"/> | Final Plumbing |
| | | <input type="checkbox"/> | Other (please specify) |
| <input type="checkbox"/> | As Constructed Drainage Plan/s | <input type="checkbox"/> | Drainage from a building to sewer main OR to an on-site sewerage system |
| <input type="checkbox"/> | Site & Soil Evaluation | <input type="checkbox"/> | For Household Sewerage Treatment Plant OR Septic System |
| <input type="checkbox"/> | Other (please specify) | | |

Additional Searches: Please refer to the below for separate searches

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| SPECIAL WATER METER – Refer Special Water Meter Reading | www.frasercoast.qld.gov.au/forms |
| TRADE WASTE SEARCH – Refer Trade Waste Compliance Inspection / Search | www.frasercoast.qld.gov.au/forms |
| RATES - Refer Property Search Application | www.frasercoast.qld.gov.au/forms |
| PLANNING & DEVELOPMENT – Refer Planning & Development Certificate | www.frasercoast.qld.gov.au/planning-development-certificates |
| FLOODING – Refer Property Flood Search Application | www.frasercoast.qld.gov.au/forms |
| COMPLIANCE SEARCH – Refer Regulatory Compliance Search Application | www.frasercoast.qld.gov.au/forms |
| MAPPING INFORMATION Easements / Covenants / Main Roads Limited Access / Location of Water and Sewerage Mains / Water Meter Connections | https://mapping.frasercoast.qld.gov.au |

| Office Use Only | | |
|------------------|------------------|-------------------|
| Application No.: | Date Created: | DEO/CSO Initials: |
| Receipt No.: | Received Amount: | |