

BUILDING/PLUMBING FILE COPY REQUEST FORM 2017/18

IMPORTANT INFORMATION

- Building/Plumbing files for domestic residential properties were not kept by Maryborough City Council prior to 1980 and 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 these dates. Building/Plumbing files for commercial and multi-unit residential properties may be held for buildings constructed post-1975.
- Where an Applicant is not the Property Owner and is obtaining sensitive or private information eg copies of internal floor plans, the property owners consent section must be completed. Council is unable to process the application without this consent.
- Please allow up to ten (10) business days for completion of your request.

CHARGES

- The charge for a File Copy Request is **\$73.70** and is **non refundable in circumstances such as above**. This is an initial charge which covers the costs associated with investigating and retrieving files as available. In addition **photocopying charges will apply** and can only be determined after the copying has been completed. Documents that require photocopies will be available/posted after full payment of photocopying fees has been received.
Photocopying Fees (per page): \$1.45 - A4 Black & White \$2.25 - A4 Colour \$2.80 - A3 Black & White \$3.40 - A3 Colour
- If a **drainage plan on a domestic property** is located electronically on Council's systems and can be sent electronically to the applicant, the fee is **\$30.45**. This fee is determined at the time of processing this request.

Section 1 - Applicant Details

Applicant Name: _____ Signature: _____

Applicant Postal Address: _____

Telephone/Mobile: _____ Fax: _____ Email: _____

Section 2 - Property Details

Street Address: _____ Property No: _____

Lot Number: _____ Plan Number: _____ Domestic Commercial

OFFICE USE ONLY

Date:	Receipt No:	\$	Initials:	Application No:
-------	-------------	----	-----------	-----------------

Section 3 - Application DetailsPREFERRED RESPONSE METHOD: Viewed/Collected Posted Emailed Faxed

Authorised Person to Collect: _____

Please tick ALL documents that you require for file retrieval.

Tick	Document/s	Description
<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*	(Please specify) _____
<input type="checkbox"/>	Specific Building Plans	<input type="checkbox"/> Site Plan Only <input type="checkbox"/> Footings & Slab Only <input type="checkbox"/> Floor Plan Only* <input type="checkbox"/> Elevations Only <input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/>	Soil Test	Used for footing and slab design
<input type="checkbox"/>	Certificates (<i>tick required certificates</i>)	<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	Drainage from a building to sewer main or to on-site sewerage system*
<input type="checkbox"/>	Site and Soil Evaluation	For Household Sewerage Treatment Plant or Septic system
<input type="checkbox"/>	Other (<i>please specify</i>)	

*** PROPERTY OWNER/S CONSENT** (required for obtaining sensitive or private information e.g. floor plans, Building/Plumbing Application Forms). *Please note where the Applicant is not the property owner the section below must be completed. Council is unable to process the application without owners consent. If you have difficulty obtaining consent please contact Building/Plumbing Administration on 1300 79 49 29.*

I, _____, and _____ 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 said Applicant.

Contact Phone Number: _____

Signature of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Date: _____