

Building/Plumbing File Copy Request

Purpose of Form: This form will be used to process your building/plumbing file copy request. Refer to table overleaf for range of separate searches available.

IMPORTANT INFORMATION	
<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 requires copies of documentation, and they are not the Property Owner, the property owners' consent section must be completed for Council. Council is not able to process applications or provide documentation without this consent. <i>In the case of Body Corporate (i.e. common property requests), consent will be required from the Strata Manager responsible for the administrative functions on behalf of the Body Corporate.</i> Please allow up to ten (10) business days from receipt of the application and relevant fee, for completion of request. To avoid additional charges being incurred, please only tick the documents that you require. It is the responsibility of the applicant to provide the correct address and lot/plan details. 	

APPLICANT DETAILS		Office Use Only – Applicant Name No.:	
Name			
Postal Address			
Email Address			
Phone	M:	W:	
Preferred Response Method	<input type="checkbox"/> View/Collect	<input type="checkbox"/> Emailed	<input type="checkbox"/> Post
Authorised Person to Collect (if applicable)			

SITE DETAILS		Office Use Only – Property No.:	
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 AND/OR BODY CORPORATE 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/or Strata Management 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 **ONLY** document/s that you require to avoid further costs being incurred.

<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 Shed	<input type="checkbox"/>	Carport Garage <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 Floor Plan	<input type="checkbox"/>	Floor & Slab 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"/>	Occupancy/Classification 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"/>	Stormwater (As constructed water plans and electrical plans are not held by Council)						

CHARGES – <https://www.frasercoast.qld.gov.au/fees-and-charges>

Copy of existing As Constructed Drainage Plan/s DOMESTIC ONLY – No File Retrieval required – Electronic If Applicable*	<input type="checkbox"/>	\$40.00			
Retrieval of all available requested documents for Domestic/Plumbing Files including Drainage Plan	<input type="checkbox"/>	\$77.00			
Retrieval of Commercial and/or Multi-Dwelling Sites – QUOTE REQUIRED	<input type="checkbox"/>	Quote			
Photocopying/Printing (price per page) A4 Black & White A4 Colour A3 Black & White A3 Colour	<input type="checkbox"/>	\$1.50 / page <input type="checkbox"/>	\$2.35 / page <input type="checkbox"/>	\$2.90 / page <input type="checkbox"/>	\$3.95 / page
<ul style="list-style-type: none"> Fees are non-refundable in instances where investigations return a nil result. This is an initial charge which covers the costs associated with investigating and retrieving files as available. For photocopying requests, once the file has been retrieved, a call will be made to the applicant to advise of costs. Documents will only be made available after payment of photocopying fees has also been received. <p><i>*If a drainage plan on a domestic property is located electronically on Council's systems and can be sent electronically, the fee will be \$40.00. Should the request require postage, additional fees will apply (ie. Photocopying/Printing charges).</i></p>					

ACKNOWLEDGMENT

 By signing and submitting this form, I acknowledge that if the building/s on the site identified on this file copy request form were constructed prior to 1996, Council may **not** have a copy of the plan on file. I also acknowledge that the applicable fee is non-refundable as the initial charge covers the costs associated with investigating and retrieving files as available.

Applicant Signature:

Additional Searches: Please refer to the below for separate searches

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 Processing			DEO/CSO Name:		
App No.:		Date Created:		Receipt No.:	
Received Amount:		Owner Consent Received (if required)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Lot/Plan match street address:	<input type="checkbox"/> Yes

OFFICE USE ONLY: Processing Officers – Checklist								
Application completed in full	Yes	No	NA	Owners Detail's Checked	Yes	No	NA	
Acknowledgment section signed	Yes	No	NA	Confirmation of required plans checked	Yes	No	NA	
Availability of plans checked	Yes	No	NA	Electronic drainage plan available & released	Yes	No	NA	