

T 1300 79 49 29 F (07) 4197 4455 P PO Box 1943 HERVEY BAY QLD 4655 E enquiry@frasercoast.qld.gov.au W www.frasercoast.qld.gov.au

Building/Plumbing File Copy Request 2024/25

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

- Please allow up to ten (10) business days from receipt of the application and relevant fee for completion of request.
- Where an Applicant provides a Contract of Sale that includes a clause authorising the buyer to inspect records, documents will be
 available for inspection. Documents can be viewed at the Development Enquiries Office located at 77 Tavistock Street, TORQUAY. If
 the prospective owner requires copies of documentation, property owner consent must also be supplied in addition to the contract of
 sale
- Where an Applicant requires copies of documentation and they are not the Property Owner, the property owners consent section must be completed. 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.
- 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.

To avoid additional charges being incurred please only tick the documents that you require.

APPLICANT DETAILS								
Name								
Postal Address								
Email Address								
Phone	M:		W:					
Preferred Response Method		☐ View/Collect	☐ Er	nailed	Post			
Authorised Person to Collect (if applicable)			•					
SITE DETAILS								
Street Address								
Lot & Plan Number								
Request Type	☐ Domes	tic		☐ Commercial/Industrial/Multiple Residential Units				
Tenancy Number/s (if applicable)			•					
PROPERTY OWNER/S AND/OR BO								
Name/s								
Postal Address								
Phone	M:			W:				
Declaration	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				



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DOCUMENT/S REQUIRED FOR RETRIEVAL Please tick ONLY document/s that you require to avoid further costs being incurred.											
	Dwelling			Architectural Plans							
	Other Building/Structure		Swimming Pool		Carport	Other					
	☐ Other Building/Plumbing Approval Information ☐ Please Specify										
	Specific Building Plans			Site Plan Floor & Slab			Other (please specify)				
	Soil Test		☐ Used for footing and slab design								
	Certificates		Occupanc Final Build	r (please specify)							
	As Constructed Drainage Plan/s		☐ Drainage from a building to sewer main OR to an on-site sewerage system								
	Site & Soil Evaluation	Site & Soil Evaluation									
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*											
Retrieval of <u>all</u> available requested documents for Domestic/Plumbing Files including Drainage Plan							\$81.40				
Retrieval of Commercial and/or Multi-Dwelling Sites – QUOTE REQUIRED							Quote				
	Photocopying/Printing (price per page)										
A4 Black & White							\$1.60 / page \$2.50 / page				
A4 Colour A3 Black & White											
A3 Colour \$4.20 / page											
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. *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).											
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 Consense: Diagramate the helpsy for congrete consense.											
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					vww.frasercoast.qld.gov.au/forms						
RATES - Refer Property Search Application www.frasercoast.qld.gov.au/forms							lonmont cortificatos				
PLANNING & DEVELOPMENT - Refer Planning & Development Certificate www.frasercoast.qld.gov.au/planning-develor FLOODING - Refer Property Flood Search Application www.frasercoast.qld.gov.au/forms							iopment-certificates				
COMPLIANCE SEARCH – Refer Regulatory Compliance Search Application www.frasercoast.qld.gov.au/forms											
MAPPING INFORMATION - Easements / Covenants / Main Roads Limited Access / https://mapping.frasercoast.qld.gov.au											
Location of Water and Sewerage Mains / Water Meter Connections											
OFFICE USE ONLY: Application Processing											
<u> </u>	application received:		Lot/Plan match S	treet Address:	Yes	☐ No					
	Owner Consent Received: *always required unless owner is applicant Yes No			Acknowledgement Section signed:			☐ No				
OFFICE USE ONLY: DEO Processing Officers – Checklist											
Appl	ication completed in full	Yes	☐ No	Electronic draina	ge plan available & released	Yes	☐ No				