

DOCUMENT/S REQUIRED FOR RETRIEVAL			
<i>Please tick ONLY document/s that you require to avoid further costs being incurred.</i>			
<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"/> Shed	<input type="checkbox"/> Carport <input type="checkbox"/> 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 <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"/> Occupancy/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	
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"/> \$42.30
Retrieval of all available requested documents for Domestic/Plumbing Files including Drainage Plan	<input type="checkbox"/> \$81.40
Retrieval of Commercial and/or Multi-Dwelling Sites – QUOTE REQUIRED	<input type="checkbox"/> Quote
Photocopying/Printing (<i>price per page</i>) A4 Black & White A4 Colour A3 Black & White A3 Colour	<input type="checkbox"/> \$1.60 / page <input type="checkbox"/> \$2.50 / page <input type="checkbox"/> \$3.05 / page <input type="checkbox"/> \$4.20 / 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			
Date application received:		Lot/Plan match Street Address:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner Consent Received: <i>*always required unless owner is applicant</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Acknowledgement Section signed:	<input type="checkbox"/> Yes <input type="checkbox"/> No

OFFICE USE ONLY: DEO Processing Officers – Checklist			
Application completed in full	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electronic drainage plan available & released	<input type="checkbox"/> Yes <input type="checkbox"/> No