

Building/Plumbing File Copy Request 2025/26

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	☐ Emailed	☐ Post
Authorised Person to Collect (if applicable)			

SITE DETAILS

Street Address	
Lot & Plan Number	
Request Type	☐ Domestic ☐ Commercial/Industrial/Multiple Residential Units
Tenancy Number/s (if applicable)	

PROPERTY OWNER/S AND/OR BODY CORPORATE CONSENT

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

DOCUMENT/S REQUIRED FOR RETRIEVAL

Please tick ONLY document/s that you require to avoid further costs being incurred.

☐ Dwelling	☐ Architectural Plans	☐ Engineering Plans	
☐ Other Building/Structure	☐ Swimming Pool ☐ Shed	☐ Carport ☐ Garage	☐ Other
☐ Other Building/Plumbing Approval Information	☐ Please Specify		
☐ Specific Building Plans	☐ Site Plan ☐ Floor Plan	☐ Floor & Slab ☐ Elevations	☐ Other (please specify)
☐ Soil Test	☐ Used for footing and slab design		
☐ Certificates	☐ Occupancy/Classification ☐ Final Building	☐ Final Plumbing	☐ Other (please specify)
☐ As Constructed Drainage Plan/s	☐ Drainage from a building to sewer main OR to an on-site sewerage system		
☐ Site & Soil Evaluation	☐ 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*	☐ \$44.00
Retrieval of all available requested documents for Domestic/Plumbing Files including Drainage Plan	☐ \$84.70
Retrieval of Commercial and/or Multi-Dwelling Sites – QUOTE REQUIRED	☐ Quote
Photocopying/Printing (<i>price per page</i>) A4 Black & White A4 Colour A3 Black & White A3 Colour	☐ \$1.65 / page ☐ \$2.60 / page ☐ \$3.15 / page ☐ \$4.35 / 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. <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 \$42.30. Should the request require postage, additional fees will apply (ie. Photocopying/Printing charges).</i>	

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:	☐ Yes ☐ No
Owner Consent Received: <i>*always required unless owner is applicant</i>	☐ Yes ☐ No	Acknowledgement Section signed:	☐ Yes ☐ No

OFFICE USE ONLY: DEO Processing Officers – Checklist

Application completed in full	☐ Yes ☐ No	Electronic drainage plan available & released	☐ Yes ☐ No
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