

Building/Plumbing File Copy Request 2026/27

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"> 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 Counter located at 23 Main Street PIALBA. 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. 	
<p>To avoid additional charges being incurred please only tick the documents that you require.</p>	

APPLICANT DETAILS			
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	
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		
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			
<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"/>	Other Building/Structure	<input type="checkbox"/>	Swimming Pool
<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"/>	Soil Test	<input type="checkbox"/>	Used for footing and slab design
<input type="checkbox"/>	Certificates	<input type="checkbox"/>	Occupancy/Classification
<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"/> \$46.00
Retrieval of <u>all</u> available requested documents for Domestic/Plumbing Files including Drainage Plan	<input type="checkbox"/> \$88.00
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"/> \$1.70 / page <input type="checkbox"/> \$2.70 / page <input type="checkbox"/> \$3.30 / page <input type="checkbox"/> \$4.55 / 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 <u>and</u> 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. 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