

## Building Records Search Request

For all applications, you must:

- Complete this form;
- Complete the Authorisation of Release of Information by the current owner and/or business operator associated with the search request, to authorise the release of information to a second party.
- Submit the applicable fee.

P: A: PF:

### SECTION 1 - APPLICANT DETAILS

Applicant:

Address:

Owner (if different to applicant):

Contact Number/s: Home: Mobile:

Email:

Property Address:

Lot & Plan No/s:

### SECTION 2 - ELECTRONIC BUILDING PLANS (5 working days from date of receipt)

#### FEE

- |  |          |
|--|----------|
| <input type="checkbox"/> Electronic building plans (Single dwelling & duplex) – includes first 5 pages                   | \$68.00  |
| <input type="checkbox"/> Electronic building plans (Single storey multiple unit dwelling) – includes first 5 pages       | \$134.50 |
| <input type="checkbox"/> Electronic building plans (Two or more storeys including supermarkets) – includes first 5 pages | \$203.00 |
| <input type="checkbox"/> Additional electronic building plan – per 5 pages   | \$8.50   |

### SECTION 3 - PRINTED BUILDING PLANS (search fee plus printing costs)

#### QTY

#### TOTAL

- |                                       |  |         |  |
|---------------------------------------|--|---------|--|
| <input type="checkbox"/> A4 size copy |  | \$2.00  |  |
| <input type="checkbox"/> A3 size copy |  | \$2.00  |  |
| <input type="checkbox"/> A2 size copy |  | \$4.00  |  |
| <input type="checkbox"/> A1 size copy |  | \$7.50  |  |
| <input type="checkbox"/> A0 size copy |  | \$13.00 |  |

### SECTION 4 - ADDITIONAL BUILDING RECORDS SEARCHES (10 working days from date of receipt)

- |  |          |
|--|----------|
| <input type="checkbox"/> Copy of Building Application  | \$39.50  |
| <input type="checkbox"/> Copy of Certificate of Classification                               | \$39.50  |
| <input type="checkbox"/> Copy of Final Certificate Residential                               | \$39.50  |
| <input type="checkbox"/> Building Permit Search (Single dwelling & duplex)                   | \$90.50  |
| <input type="checkbox"/> Building Permit Search (Single storey multiple unit dwelling)       | \$240.50 |
| <input type="checkbox"/> Building Permit Search (Two or more storeys including supermarkets) | \$364.00 |

## SECTION 5 - SEARCH DEFINITIONS

### Building Plan Search

- This search will grant you access to the building plan section of the property file.

### Final Certificate

- This search will determine if a Final Inspection Certificate has been issued for a single dwelling or duplex. If one has been issued, a photocopy will be supplied. If one has not, you will be advised accordingly.

### Certificate of Classification

- This search will determine if a Certificate of Classification has been issued for a commercial or multiple unit dwelling premises. If one has been issued, a photocopy will be supplied. If one has not, you will be advised accordingly.

### Building Permit Search

- This search lists details of all approved Building Application Numbers, description of Proposed Building Work and Date of Approval if issued.

### Copy of Building Application

- Photocopy of original Building Application.

## SECTION 6 – OWNER AUTHORISATION FOR RELEASE OF INFORMATION (If applicable)

The following must be completed by the current owner and/or business operator associated with the search request, to authorise the release of information to a second party.

I, \_\_\_\_\_  
Current property owner Name Current property owner Signature

hereby authorise Douglas Shire Council to release information in accordance with the Building Records Search

requested by \_\_\_\_\_  
Name of entity/person requesting the search request

## DECLARATION

I declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:

Date:

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## OFFICE USE

|               |      |           |    |       |  |             |  |
|---------------|------|-----------|----|-------|--|-------------|--|
| Receipt Code: | T113 | Fee Paid: | \$ | Date: |  | Receipt No: |  |
|---------------|------|-----------|----|-------|--|-------------|--|