

Building Records Search Request

P: _____ A: _____ PF: _____

APPLICANT DETAILS

Applicant: _____

Owner (if different to applicant): _____

Address: _____

Suburb: _____

State: _____

Postcode: _____

Contact Number/s: H: _____

M: _____

F: _____

Email: _____

Purchaser: _____

Reference: _____

Property Address: _____

Lot & Plan No/s: _____

ELECTRONIC BUILDING PLANS (5 working days from date of receipt)

FEE

DOMESTIC

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Search & Supply – maximum of 5 electronic plans | \$57.00 |
| <input type="checkbox"/> | Additional electronic building plan – per page over 5 pages | \$6.00 |

COMMERCIAL

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Search & Supply – maximum of 5 electronic plans | \$80.00 |
| <input type="checkbox"/> | Additional electronic building plan – per page over 5 pages | \$6.00 |

PRINTED BUILDING PLANS search & supply fees plus printing costs

QTY

TOTAL FEE

- | | | | | |
|--------------------------|--------------|--|---------|--|
| <input type="checkbox"/> | A4 size copy | | \$0.60 | |
| <input type="checkbox"/> | A3 size copy | | \$0.90 | |
| <input type="checkbox"/> | A2 size copy | | \$3.00 | |
| <input type="checkbox"/> | A1 size copy | | \$5.90 | |
| <input type="checkbox"/> | A0 size copy | | \$11.50 | |

ADDITIONAL BUILDING RECORDS SEARCHES (10 working days from date of receipt)

DOMESTIC

- | | | |
|--------------------------|---|----------|
| <input type="checkbox"/> | Final Certificate (copy) | \$80.00 |
| <input type="checkbox"/> | Building Permit Search | \$138.50 |
| <input type="checkbox"/> | Building Notices Search | \$138.50 |
| <input type="checkbox"/> | Provide date and original costs of Construction | \$80.00 |

COMMERCIAL

- | | | |
|--------------------------|---|----------|
| <input type="checkbox"/> | Certificate of Classification Commercial (copy) | \$80.00 |
| <input type="checkbox"/> | Building Permit Search | \$515.00 |
| <input type="checkbox"/> | Building Notices Search | \$138.50 |
| <input type="checkbox"/> | Provide date and original costs of Construction | \$80.00 |

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.

Building Notices Search

- Letter provided to applicant outlining all Show Cause & Enforcement Notices issued under BA or SPA. This search does not indicate type of structure.

Date and original costs of construction

- Photocopy of original Building Application or Documentation.

AUTHORISATION FOR RELEASE OF INFORMATION (If applicable)

The following information 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 and/or business operator

known as _____

and located at _____

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

request requested by _____
Name of entity/person requesting the search request

DECLARATION

To the Chief Executive Officer, Douglas Shire Council I/We make application for the release of information

Print Name:

Signature:

Date:

The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

OFFICE USE ONLY

T113 Fee: \$

Receipt:

Received Date:

CSO: