

Request for a Building/Plumbing Search - 2024/25

Purpose of Form: This form will be used to process your building/plumbing search request.

IMPORTANT INFORMATION	
<ul style="list-style-type: none"> Council will only commence action required upon completion of full application (legible) and receipt of full payment. Allowance must be made for postage delays (if this is your chosen response method). Council advises that Class 10a buildings and structures (e.g. garden sheds) that are 10m² or less in area do not normally require building approval (Refer Schedule 1 of the <i>Building Regulation 2021</i>). Records prior to 2006 may be limited. On 30 April 1998, the <i>Standard Building Regulation 1993</i> introduced a requirement for mandatory inspections. Prior to this date, inspections were not mandatory. It is therefore common for buildings approved prior to this date to not have final inspection statements and certificates. Class 10 buildings are not to be used for habitation (storage only). 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. Requests for copies of the actual building file (and plans) is undertaken as a separate process. Please refer to the File Copy Request Form for details and relevant fees. 	

APPLICANT DETAILS			
Name			
Postal Address			
Email Address		Reference No	
Phone	M:	W:	
Preferred Response Method <small>(Please choose one option <u>only</u>)</small>	<input type="checkbox"/> Email	<input type="checkbox"/> Post	

OWNER DETAILS		
Name		
Postal Address		
Phone	M:	W:

SITE DETAILS	
Street Address	
Lot & Plan Number	
Tenancy Number/s* <small>(Please identify <u>all</u> tenancy number/s to be the subject of this search request)</small>	

CONTACT PERSON FOR ACCESS TO BUILDING		
<small>Name and contact number of particular person/s, <u>not</u> company.</small>		
Name		Phone number

DECLARATION/ACKNOWLEDGEMENT			
I declare that the Owner(s) of the property has/have given consent to this application and I have read and understood the information on this form.			
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 an additional fee may apply if extra tenancies are identified during the search process, and this payment will be required prior to search results being provided to the applicant.			
Applicant Signature:		Date:	

RECORDS ONLY SEARCH (please tick required option) - Please refer to Council's current fees and charges schedule for relevant fees.	
Dwelling – Standard (10 business days from receipt)	<input type="checkbox"/> \$212.00 per property
Commercial/Industrial/Multiple Residential Units (per tenancy) (10 business days from receipt)	<input type="checkbox"/> \$212.00 per tenancy*
Records only search – Buying of sites containing building complexes (including sites with multiple buildings, multiple tenancies [shop fit outs], motels and caravan parks, etc.)	<input type="checkbox"/> \$212.00 base fee + \$45.00 per hour.
BUILDING SEARCH WITH SITE INSPECTION (please tick required option) URGENT: Applies to domestic searches <u>only</u> . If for any reason Council is not able to meet the time specified for an urgent search, the urgent fee component will be refunded to the applicant. Please refer to Council's current fees and charges schedule for relevant fees.	
Domestic Buildings (Class 1 and 10a) – Standard (10 business days from receipt)	<input type="checkbox"/> \$508.00 per property
Domestic Buildings (Class 1 and 10a) – Urgent (5 business days of receipt)	<input type="checkbox"/> \$613.00 per property
Commercial/Industrial/Multiple Residential Units (per tenancy) (10 business days from receipt)	<input type="checkbox"/> \$513.00 per tenancy*
K'Gari Kingfisher Bay (no vehicle) Kingfisher Bay, Eurong, Happy Valley (vehicle) Other Areas (e.g. Orchid Beach)	<input type="checkbox"/> Cost plus 15%

Other Council searches can be obtained from our website (<https://www.frasercoast.qld.gov.au/>).

RECORDS ONLY SEARCH
<ul style="list-style-type: none"> A report showing all building and plumbing applications on the property including completion date (if known) for residential or commercial buildings and structures including additions, alterations and swimming pools. A report of Council's electronic records of building and plumbing applications on the property, including completion date (if known) for residential or commercial buildings and structures, additions, alterations and swimming pools. This does not include applications that relate to a Concurrence Agency Assessment (.e.g. for a reduction in a building setback to a boundary). Information relating to this type of application forms part of the information provided in a Town Planning Certificate.
RECORDS SEARCH WITH SITE INSPECTION
<ul style="list-style-type: none"> This search is recommended for more comprehensive detail relating to building structures on a property. Site inspection is carried out by a Council Building Officer to confirm that all commercial or residential buildings and structures on a property have relevant building approvals in place. Inspection does not include plumbing and drainage requirements. Information regarding the outcome of this inspection is provided to the applicant along with the records search for the property. A site inspection is not a pre-purchase inspection, nor quality inspection. A pre-purchase inspection can be carried out by an appropriate licenced private building consultant. A site inspection is not an inspection of required maintenance on a building. Maintenance is not the concern of Council unless a structural member has deteriorated to a point of becoming dangerous, or a health hazard has been created. An inspection for a search does not include an inspection of building interiors.

OFFICE USE ONLY: Application Processing			DEO/CSO Name:	
App No.:	Date Created:		Receipt No.:	
Received Amount:	Lot/Plan match street address:	<input type="checkbox"/> Yes		

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.