

Building and Plumbing Search Request Form 2025/2026

PROPERTY DETAILS

Requested By:			
Postal Address:			
Phone:		Email:	
Reference:			
Lot & Plan:			
Property Location:			
Vendor:			
Proposed Settlement Date:			

Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application for a Property Record Request. The collection of this information is in accordance with 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 only be accesses 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.

NOTE: No information will be given verbally – only written advice is available.

Please allow 5 – 10 working days from date of receipt.

Fees are charged for the time taken to search Council records. All search fees are non-refundable and as Council may not hold the requested information, searches are ordered at your own discretion.

BUILDING (GL 2020.110.111)

Building File Search and Summary	\$110.00	☐
Building File Search, Summary and Plans (Incl. relevant Certificates) <i>Note – to request building plans, you will need to present proof of ownership, or authorisation for the owner – see below.</i>	\$157.00	☐

PLUMBING (GL 2021.105.88)

Plumbing File Search and Summary	\$94.50	☐
Plumbing File Search, Summary and Plans (Incl. relevant Certificates)	\$154.00	☐

OWNER AUTHORISATION FOR BUILDING PLANS

The following must be completed by the current property owner to authorise the release of building plans to a third party.

I, _____ (Print name), current property owner, hereby authorise Cook Shire Council to release information in accordance with the Building Records Search

as requested by _____.

Owner Signature: _____ Date: _____

Alternatively please provide one of the following:

- ☐ Owners' Photo Id or Rates Notice (If owner applying directly)
- ☐ Letter of Permission from the owner (for third party plan requests)
- ☐ A copy of a signed Contract of Sale (if you are purchasing the property)

COUNCIL DISCLAIMER

The information requested by you will be extracted from Council's records in response to your request. The Council's records do not necessary reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decision with financial or legal implications will not be able to rely upon the information supplied for the purpose of determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Council (and the officers and agents) contract to supply information on the limits of the information supplied may be included in the information supplied.

Total Amount

\$

LODGMET

Signature:

Date:

OFFICE USE ONLY

Received By:

Date Received:

Amount Paid:

Receipt No.

ID/Letter checked of copy attached if emailed

- ☐ Photo Id ☐ Letter of Permission
- ☐ Contract or Settlement Letter
- ☐ Other