

# Building Search Request

**PRIVACY NOTICE:** SOUTH BURNETT REGIONAL COUNCIL IS COLLECTING YOUR PERSONAL INFORMATION FOR THE PURPOSE OF PROCESSING THIS FORM. COUNCIL WILL RETAIN THESE DETAILS FOR THE PURPOSE OF CONTACTING YOU WITH REGARDS TO ANY COUNCIL RELATED MATTERS. YOUR PERSONAL DETAILS ARE HANDLED IN ACCORDANCE WITH THE *INFORMATION PRIVACY ACT 2009* AND WILL BE USED FOR THE PURPOSES OF RESPONDING TO YOU AND WILL NOT BE DISCLOSED TO ANY OTHER PERSON OR AGENCY EXTERNAL TO COUNCIL WITHOUT YOUR CONSENT, UNLESS REQUIRED OR AUTHORISED BY LAW.

**OWNER'S CONSENT IS REQUIRED IF THE REQUEST IS NOT BEING MADE BY THE CURRENT PROPERTY OWNER.**

Searches are usually processed within FIVE (5) working days from receipt of application and payment of appropriate fee.

The prescribed fee covers the cost of searching Council records (refer to Council's Fees & Charges). The fee is not refundable if records cannot be located.

<b>PROPERTY ADDRESS</b> <i>Search fees are charged for each lot &amp; plan no. separately.</i>			
<b>PROPERTY DESCRIPTION</b>			
<b>CONTACT NAME</b>			
<b>POSTAL ADDRESS</b>			
<b>CONTACT TELEPHONE</b>	<b>B/H</b>	<b>Mobile</b>	<b>FAX</b>
<b>POST</b>	<b>FAX</b>	<b>COLLECT</b>	
<b>Mark as required</b> <span style="color: red;">✓</span>			
Building Records Search (no plans)		A record of all building approvals for the property.	
Urgent Building Records Search		Processed within two (2) working days.	
Building Records & Property Search		A record of all building approvals and a physical site inspection by a Council officer to identify all buildings constructed at the site.	
Copy of plans - hardcopy		NOTE: A soil investigation report may not have been undertaken for buildings constructed prior to 1991.	
Copy of plans - electronic (email)			
Copy of Site Plan (no charge)		Approval No.	
Building Age Report		NOTE: For identifying the age of buildings for taxation or other purposes.	
Copy of Final Inspection Certificate (Form 21)		Approval No.	
Copy of Swimming Pool Inspection Certificate (Form 17)		Approval No.	
Copy of Certificate of Classification (Form 11) - hardcopy		Approval No.	
Copy of Certificate of Classification (Form 11) - electronic (email)		Approval No.	
<b>NOTE:</b> If a search identifies that a Certificate of Classification does not exist for the property, an inspection can be undertaken by Council's Building Certifier who will determine what requirements need to be met to enable a Certificate of Classification to be issued for the property. Additional fees apply.			
Certificate of Classification Inspection Request		Approval No.	

**APPLICANT SIGNATURE**

**DATE**

**OWNER'S CONSENT (IF REQ)**

**DATE**

**SIGNED CONTRACT SIGHTED**

(Council Officer)