

MAREEBA SHIRE COUNCIL BUILDING INFORMATION REQUEST FORM

Mareeba Shire Council - Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application for building plans. 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 disclosure is required by law.

Note: NO BUILDING INFORMATION WILL BE GIVEN VERBALLY – ONLY WRITTEN ADVICE IS AVAILABLE

SEARCH DETAILS

If the plans are found, to retrieve and/or copy plans, you may be required to pay additional costs. The cost varies due to the location and size of the original file. The fees are as follows:

<input type="checkbox"/>	\$60.00	Building File Information Only (Building File Search and Summary)
<input type="checkbox"/>	\$155.00	Building and Plumbing Plans (Building File Search, Summary and Plans - RESIDENTIAL)
<input type="checkbox"/>	\$376.00	Building and Plumbing Plans (Building File Search, Summary and Plans - COMMERCIAL)
<input type="checkbox"/>	\$392.00	Full Building File Information (Building File Search, Summary, Plans and Inspection)

ALL DETAILS TO BE COMPLETED BY APPLICANT

Date Requested			
Street No.	Lot No.	Plan No.	
Street Name			
Suburb			
Requestor Name			
Requestor E-Mail			
Requestor Postal Address			
Requestor Signature			
Contact Name		Contact Number	

CUSTOMER SERVICE USE ONLY

Certificate Number	
Date and Receipt Number	
Officer Initials	

PHOTO ID OR AUTHORISATION TO BE PRESENTED WITH THIS APPLICATION

YES

NO