

A NON-REFUNDABLE SEARCH FEE OF \$54.00 IS TO BE PAID AND PHOTO ID OR AUTHORISATION TO BE PRESENTED PRIOR TO THIS SEARCH BEING CONDUCTED

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:

- Building File Information Only (Building File Search and Summary) - \$54.00
- Building and Plumbing Plans (Building File Search, Summary and Plans) - \$140.00
- Full Building File Information (Building File Search, Summary, Plans and Inspection) - \$355.00

Please Note: No building information will be given verbally - only written advice is available

PLEASE ALLOW 5 - 10 WORKING DAYS FOR COUNCIL TO PRODUCE THIS INFORMATION

ALL DETAILS TO BE COMPLETED BY APPLICANT

Date Requested: _____

Location:

House No. _____ Lot No. _____ Plan No. _____

Street Name: _____

Suburb: _____

Requestor Name: _____

Requestor E-Mail: _____

Requestor Postal Address: _____

Requestor Signature: _____

Contact Name: _____

Contact Numbers:

Customer Service Use Only:

Date: _____ Search Fee: \$54 \$140 \$355 Receipt No. _____ Office Ints: _____

SECURITY CHECKS ✓

PHOTO ID OR AUTHORISATION TO BE PRESENTED WITH THIS APPLICATION

Requestor ID Check:

Contract of Sale:

Officer Initials: _____

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 person 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.