



Building/plumbing records request application

Postal Address

PO Box 159
Caboolture QLD 4510

Development Services

Ph: 07 3205 0555

Internet

www.moretonbay.qld.gov.au
mbrc@moretonbay.qld.gov.au

Fees listed are applicable 1 July 2023 – 30 June 2024

ABN: 92 967 232 136

Applicant details:

Company/applicant name:

Postal address:

Home number: Mobile phone: Work/Business phone:

Email address:

Delivery method (**select one only**): ☐ Post **OR** ☐ Email **OR** ☐ Collect (please specify district office):

Requestors association to the application/property:

- ☐ Property owner
☐ Third party providing a written authority from the owner
☐ Purchaser with copy of the signed sales contract and photo ID
☐ A legal representative acting on behalf of a vendor/purchaser (proof of authority not required)
☐ Plumber, Designing Engineer, Draftsman or Private Certifier

Documents can only be given to certain persons, refer to the plan availability table on page two.

Letter of authority from Body Corporate is required for multi-unit complexes for all options below except S5.

Subject property information:

Site address:

Real property description: Lot: Plan:

Relevant structure or building/plumbing
file/permit number/s (**required field**):

IMPORTANT: The relevant file/permit number/s must be provided for requested items S1 to S5 except S4A
Failure to provide this information may cause delays in processing the request.
Please contact council if you need to confirm the file/permit number.

S1A	Domestic building plans (per permit) <i>Copy of approved site plan, floor plan, elevation plan and Plumbers mark-up plan/sanitary drainage plan</i>	<input type="checkbox"/> \$109.00 per file/ permit
S1B	Domestic building plans (per property) <i>Copy of approved site plan, floor plan, elevation plan and Plumbers mark-up plan/sanitary drainage plan</i>	<input type="checkbox"/> \$402.00 per property
S2	Building file/permit – Domestic/commercial permit (also multi-residential complex) <i>Copy of the entire building file/permit – includes the decision notice, approved plans, technical reports, design certificates, inspection certificates etc and the final inspection certificate or certificate of classification for the building/structure, statement of inspections or plumbing compliance certificate</i> The 'Plumbers mark-up plan/sanitary drainage plan' is not included. An additional hourly rate may apply if time exceeds 0.5 hours for commercial buildings, buildings on multi-residential properties and retaining walls installed by developers at the time of subdivision across multiple properties with a GFA of >500m².	<input type="checkbox"/> \$152.00 per file/permit
S3	'As constructed' hydraulic service plan – commercial building <i>Plan identifying the sanitary drain, water service, hydrant and hose reels, etc. Photocopy fees may also apply. (Townhouses, units and duplexes are considered commercial buildings.)</i> An additional hourly rate may apply if time exceeds 0.5 hours.	<input type="checkbox"/> \$152.00 per file/ permit
S4A	Plumbers Mark-up Plan/Sanitary Drainage Plan <i>Document identifying the location of the property's sanitary drainage to the point of connection into the sewer main or on-site sewerage facility.</i>	<input type="checkbox"/> \$51.00 per item
S4B	Building miscellaneous information (per item) <i>Request for specific single item from a building file/permit other than a finalisation certificate or a certificate of classification (e.g. – site plan, soil test report, glazing certificate, termite certificate, etc). NOTE: This does NOT include requests for stormwater, building envelope or plan of development plans). These items are no longer available as a search request. Please contact Council to discuss these requests.</i> Item details:	<input type="checkbox"/> \$51.00 per item
S5	Copy of Final Certificate <i>Copy of Form 21 or Form 17 or Form 11 or Copy of Certificate of Classification or Statement of Inspections or Plumbing Compliance Certificate. (For multi-unit complexes no Body Corporate permission required)</i>	<input type="checkbox"/> \$109.00 per file/ permit

Plan availability table	
S1A/B S2 S4B S5	<ul style="list-style-type: none"> Property owner Third party providing a written authority from the owner or copy of the signed sales contract and photo Identification Legal representative acting on behalf of a vendor/purchaser (proof of authority not required)
S3	<ul style="list-style-type: none"> Property owner Third party providing a written authority from the owner or copy of the signed sales contract and photo Identification Legal representative acting on behalf of a vendor/purchaser (proof of authority not required) Plumber, Designing Engineer, Draftsman, Architect or Private Certifier
S4A	<ul style="list-style-type: none"> Property owner Third party providing a written authority from the owner or copy of the signed sales contract and photo Identification Legal representative acting on behalf of a vendor/purchaser (proof of authority not required) Plumber, Designing Engineer, Draftsman, Architect or Private Certifier

NOTE: Hourly rate to be applied where minimum charge is exceeded at the rate of \$168.00 per hour

Customer Summary:

Fees are charged primarily for the time taken to search council records and to a much lesser degree to provide a copy of the requested item. Consequently, there will be no refunds in the event the search was not successful. The records are supplied on the basis that no responsibility for loss occasioned to any person acting or refraining from acting in reliance upon the records is accepted by Moreton Bay Regional Council or its staff.

Records are generally available within 20 working days from lodgement of this request.

Signature: Date:

Privacy statement:

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application. The collection of this information is authorised under the Planning Act 2016, the Plumbing and Drainage Act 2002 and the Building Act 1975. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.

Lodgement options:

Online via Council's lodgement portal:

<https://www.moretonbay.qld.gov.au/Services/Building-Development/Building-and-Plumbing/Building-Plans>

In person – Present this form at any of the Moreton Bay Regional Council Customer Service Centres:

Caboolture: 2 Hasking Street, Caboolture | **Strathpine:** 220 Gympie Road, Strathpine | **Redcliffe:** Irene Street, Redcliffe

By mail – Please make all cheques/money orders payable to Moreton Bay Regional Council.

Office use only

Receipt number: _____ Application number: _____
Amount paid: _____ Date: _____