

Building Records Request Form 2023/2024

APPLICANT DETAILS

Applicant name(s) <i>(Individual or Company full name)</i>			
Postal Address <i>(PO Box or Street address)</i>			
Suburb			
State		Postcode	
Phone / Mobile			
Email Address			

PROPERTY DETAILS – PLEASE ALLOW 48HRS FOR YOUR REQUEST TO BE PROCESSED

Address			
Assessment Number			
Lot Number		Plan Number	
Type of Property	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	

PLEASE SEE THE NEXT PAGE FOR FEES AND PAYMENT OPTIONS. REQUESTS WILL NOT BE PROCESSED UNTIL PAYMENT HAS BEEN TAKEN.

SUPPORTING DOCUMENTATION – IF PHOTOCOPIES ARE REQUIRED

Please provide the following supporting documentation if photocopies are required

- Non-Owner – please provide a copy of either of the following documentation.
 - Signed letter of consent from the owner.
 - Letter of authority from Body Corporate (for units).
- Owner
 - Copy of Photo Identification for Council to sight.

DECLARATION & ACKNOWLEDGMENT AND INDEMNITY

I submit this form with the relevant supporting documentation as required. I acknowledge and declare that:

- All details are correct to the best of my ability;
- Mount Isa City Council cannot guarantee that information requested will be available on Council Records;
- Buildings constructed prior to 1966 are usually not on record;
- Pre-paid fees will apply for photocopying of plans/documents;
- I acknowledge that Mount Isa City Council issue these drawings to me on the understanding that they are to be used only for the purposes of the maintenance and alteration of the buildings at the above address which are shown on the drawings;
- I acknowledge that I have been warned that copying and any other use of these drawings may constitute a breach of copyright for which substantial penalties may be applicable; and
- In consideration for the issue of the copies of these drawings to me I agree to indemnify Mount Isa City Council against any claim (including a claim for breach of copyright) arising out of Council making the copies of the drawings available to me.

Name: _____ **Signature:** _____ **Date:** _____

PRIVACY STATEMENT: Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council Officers who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

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Please note – copies of records are subject to availability; therefore, the building records must be viewed and copies must be approved by council's records officer prior to ordering.

FEES APPLICABLE (Cost Recovery Fees 2023-24)

	Residential	Commercial
Residential building records – to view file per assessment no.	\$52.00	\$83.50
Copy of full building records – per assessment no.	\$166.50	\$317.50
Building Application Package (Incl. Decision Notices; Approved Plans; Inspection Certificates) <input type="checkbox"/>	\$130.00	\$260.00
Copy of Approved Plans – All <input type="checkbox"/>	\$73.00	\$146.00
Copy of Final Certificates – All <input type="checkbox"/>	\$52.00	\$99.00
Copy of Building Termite Report <input type="checkbox"/>	\$52.00	\$99.00
Copy of Building Soil Report <input type="checkbox"/>	\$52.00	\$99.00

PAYMENT

Fee to be paid	\$	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>
Credit Card <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/>	Name on Card		
	Card Numbers		
	Expiry Date		
	CCV		

INTERNAL OFFICE USE ONLY			
Date Received	/ /	Officer	
Date Viewed	/ /	iCase No.	
Prepaid copies	Fee Charged	Receipt No.	
Building Application Package (Incl. Decision Notices; Approved Plans; Inspection Certificates)			
Copy of Approved Plans – All			
Copy of Final Certificates – All			
Copy of Building Termite Report			
Total Fee			
Building Permit/Assessment No.	Officer Retrieving Files	File Returned to Reception	Officer Returning Files
No.	Full Name	Yes or No	Full Name

Building Records Request