



CAIRNS REGIONAL COUNCIL
 01/07/2011 – 30/6/2012
BUILDING PLANS REQUEST FORM

Phone: (07) 4044 3583

A SEARCH FEE WHICH IS NON-REFUNDABLE MUST BE PAID PRIOR TO THIS SEARCH BEING CONDUCTED - \$42.00

Please note:

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:

- Retrieval Fee from Total Records Management - **\$40.00 each file**
- A1 Size Photocopy - **\$10.50 each page**
- A3 & A4 Photocopy - **\$0.55 each page**
- Filed & Copied to disc - **\$26.00 each disc**
- If scanning is required and copied to disc - **\$104.00 each disc**

NB: Many older plans are stored on microfiche and microfilm. Due to the age and deterioration of the film, they may be of poor quality and Council may not be able to copy them.

(T335)

ALL DETAILS TO BE COMPLETED BY APPLICANT:

Date Requested: _____

Location: Lot # _____ House # _____ Ass. No: _____

Street Name: _____

Suburb: _____

Requestor Name: _____

Property owner name: _____

What type of plans do you require? (eg: dwelling/additions/patio/etc or all that are available)

CONTACT NAME: _____

CONTACT NUMBERS:

Home: _____ Work: _____ Mobile: _____

Customer Service Use Only:

Date: _____ Search Fee: \$42.00 Receipt No: _____ C.S.O Ints: _____

Security Checks

Owner ID check Letter of Permission from owner: Contract of Sale:

C.S.O initials: _____

T335

Office use only – Total Cost of retrieved and copied plans

Receipt code: **T335** Amount \$ _____ Receipt Number: _____

Customer Service Officer _____ Date: _____

Cairns Regional 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 the disclosure is required by law.