

Building Search Request

PRIVACY COLLECTION NOTICE: South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

You may need to provide proof of ownership i.e., rates notice, letter from the property owner or if you are purchasing the property, a copy of a signed Contract of Sale.
 Fees charged are for the search of Council records and are payable whether information is retrieved or not.
 No refunds are available for unsuccessful searches.

Property details

Property address Search fees are charged for each lot & plan no. separately.			
Property description	RP	SP	GTP BUP
Contact name			
Postal address			
Contact details	Home / Work phone		Mobile phone
Email			
<input type="checkbox"/> Post	<input type="checkbox"/> Email	<input type="checkbox"/> Collect	

Mark as required

Building records search (no plans)		A list of all approvals issued for the property. Results of the search will be advised within five (7) working days from receipt of request.
Urgent building records search		Processed within two (5) working days.
Building records & property search		A list of all approvals issued for the property including a site inspection by a Council officer to identify all buildings and structures currently on site. Results of inspection will be issued within 7-10 working days from receipt of request.
Copy of plans - hardcopy		NOTE: A soil investigation report may not have been undertaken for buildings constructed prior to 1991.
Copy of plans - electronic (email)		
Copy of site plan (no charge)		
Building age report		Approval number
		NOTE: For identifying the age of buildings for taxation or other purposes.
Copy of final inspection certificate (Form 21)		Approval number
Copy of swimming pool inspection certificate (Form 17)		Approval number
Copy of certificate of classification (Form 11) - hardcopy		Approval number
Copy of certificate of classification (Form 11) - electronic (email)		Approval number

NOTE: If a search identifies that a certificate of classification does not exist for the property, an inspection can be undertaken by Council's building certifier who will determine what requirements need to be met to enable a certificate of classification to be issued for the property. Additional fees apply.

Certificate of classification inspection request		Approval number	
Applicant name		Applicant signature	Date

Owner Consent (if required)

Owner name		Owner signature		Date
------------	--	-----------------	--	------

Office Use Only – Building

Officer name		Officer signature		Date
--------------	--	-------------------	--	------