

Disclaimer: Council accepts no liability for intending purchasers failing to request appropriate searches. Council does not represent or warrant that all information in a search is accurate or complete. Refer to the further information section to determine which search is required.

1. Applicant details		
Applicant full name		Client name (if applicable)
Postal address		
Suburb	State	Postcode
Preferred contact person		
Business phone	Alternate phone	Mobile
Email address		Fax
Application date:	Settlement date:	Your reference:

2. Property details	
Vendor:	Purchaser:
Property legal description	Property no.:
Property location:	
Business/premises name:	Improvements:

3. Request types	
<input type="checkbox"/>	Copy of building file - \$170.00 per file, or 105.00 per file if created in 2007 or newer
Application no. (if known):	Description of file:
<input type="checkbox"/>	Copy of plumbing file - \$70.00 per file, or 105.00 per file if created in 2007 or newer
Application no. (if known):	Description of file:
<input type="checkbox"/>	Copy of development file - \$170.00 per file
Note: Files after 1 January 2007 are available at no charge via Development.i https://developmenti.sunshinecoast.qld.gov.au/	
Application no. (if known):	Description of file:

4. Declaration of applicant	
I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.	
Information provided for building, plumbing and development is subject to availability of council's records, refer to the type of retrieval on page 2 of this form for details.	
<input type="checkbox"/> I accept there is no refund if records are not available.	
Signature	Date

OFFICE USE ONLY					
Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Privacy
 Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

Copy of building, plumbing or development file - the adopted fee is per file, each structure is usually a separate approval and file. Where unknown, leave the application number field blank and provide the description for all structures for which you require documentation.

Where information is available on council records, the fee is only for a copy of the approval documents i.e. decision notice, approved plans and reports. Note: Large documents (over 20 MB) will be sent via a file sharing services. Council will email a link to enable all nominated parties to download the document/s. If the plans or documents are larger than A3 size or documents are required in hard copy, additional fees will apply and is subject to a price on application request to council.

Domestic building and plumbing files pre1996 are not available for retrieval. Please contact council's Development Information team on 07 5475 7526 to confirm age of structure/s.

Refunds - applications will not be processed without payment. We are unable to provide a refund on requests for files predating the dates listed above.

Payment options	
Note:	To comply with the Payment Card Industry Data Security Standard the use of credit card is not available over the phone and only available online (https://mycouncil.sunshinecoast.qld.gov.au/) or in person at a council customer service centre.
In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.
	<input type="checkbox"/> Cheque <input type="checkbox"/> Money order
	Phone Is a receipt required? <input type="checkbox"/> Yes <input type="checkbox"/> No