

FACT SHEET

Archive Searches



This fact sheet has been designed to provide you with information about Archive Searches. It addresses some of the frequently asked questions we receive about this type of search.

What is an Archive Search?

An Archive Search is carried out when someone wishes to obtain older building plans. Building Application files have a currency period of two years. When an application is completed or when the two year currency period has expired, it is archived. The file is able to be retrieved from Council archives through an Archive Search.

Council makes NO guarantee that every property has archived plans available, so read the disclaimer on the Archive Search Request Form very carefully as some searches may be unsuccessful and no refund will be provided.

Owners consent is required

Owners consent is required to allow an Applicant (customer) to view and purchase copies of plans/documents from an archived application file if the Applicant is not the legal property owner. Owners consent must be attached to the application if it's applicable.

What happens when the file has been retrieved?

Our Building and Plumbing Team will make contact with you to let you know the file has been retrieved. The file will remain at Council Office's in either Innisfail or Tully (whichever is your preference) for two (2) weeks before being returned to Council archives. The file cannot leave Council Office's, so you are welcome to attend either office to view the Application file.

Can I make copies of plans or photograph information from the files?

Yes, however you must be the owner of the property the application file relates to OR you must have written permission from the current legal property owner to be able to do so. This written permission must be submitted to Council.

Please note that photocopying will incur additional charges.

How do I lodge an application?

To lodge your application for an Archive Search, you can use the following methods:

Email

If your application is for a property located to the south of El Arish and Bingil Bay (inclusive) please email it to buildingsouth@ccrc.qld.gov.au

If your application is for a property located to the north of Silkwood and Kurrimine Beach (inclusive) please email it to buildingnorth@ccrc.qld.gov.au

Post

PO Box 887
INNISFAIL QLD 4860

In Person

Innisfail Shire Hall (Northern Office)
Level 3, 70 Rankin Street
INNISFAIL QLD 4860

Tully Civic Centre (Southern Office)
Level 2, 38-40 Bryant Street
TULLY QLD 4854

Online through MyCouncil

Please visit the [MyCouncil website](#).

What fees and charges will apply?

A link to view Council's schedule of fees and charges is [here](#).

Further Information

For any further queries in relation to Archive Searches please contact the relevant Building and Plumbing Team on the details below:

- Tully Building and Plumbing Team on (07) 4043 9150 or by email at buildingsouth@ccrc.qld.gov.au
- Innisfail Building and Plumbing Team on (07) 4030 2242 or by email at buildingnorth@ccrc.qld.gov.au