



CASSOWARY COAST REGIONAL COUNCIL

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ARCHIVE SEARCH REQUEST FORM - 2023/2024

PLEASE CAREFULLY READ THE FOLLOWING BEFORE PROCEEDING WITH AN ARCHIVE SEARCH

Owners Consent is required to allow an Applicant to view and purchase copies of plans/documents from an archived development application file, if the Applicant is not the legal property owner. Council makes no guarantee that every property has plans on file, therefore plans are ordered at your own discretion. This search fee is non-refundable and must be paid prior to the search being conducted. If the search is successful, files will be made available for viewing at UBuilding SW front counter. PLEASE ALLOW FIVE BUSINESS DAYS.

Disclaimer: While every care is taken to ensure the accuracy of this data, the Cassowary Coast Regional Council makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibilities and all liabilities (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. The customer must verify the accuracy of the data before placing reliance on the data.

1. APPLICANT DETAILS

Name	
Postal Address	
Phone Number	
Email Address	

2. SITE DETAILS

Property Address	
Real Property Description	
Property Owner	

3. OWNERS CONSENT

Development Application Number (if known)	
Owners Consent	<input type="checkbox"/> Required (please attach Owners Consent with this application) <input type="checkbox"/> Not required as I am the Legal Property Owner

4. APPLICANT'S DECLARATION

**Fees: \$100.00 (Nil GST for retrieval of one (1) file)
 \$35.00 (Nil GST for each additional file) + applicable photocopy charges**

By making this declaration, I declare that all information in this application is true and correct.
Note: it is unlawful to provide false or misleading information

5. PAYMENT OPTIONS

In Person	Over Phone
Cassowary Coast Regional Council Innisfail Shire Hall Office or Tully Civic Centre Office	Payment can be made over the phone with credit card details

OFFICE USE ONLY

5 dd' jWUjcb' -8	Cashier Initials	Fee Paid	Date	Receipt Number
CAS _____ / _____		Certs - \$ _____		