



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: enquiries@cassowarycoast.qld.gov.au

Building Search Request Form 2025/2026

PLEASE CAREFULLY READ THE FOLLOWING BEFORE PROCEEDING WITH A BUILDING 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 the Building Section front counter for two (2) weeks.

PLEASE ALLOW FIVE BUSINESS DAYS.

Applicant details

Name:			
Phone:		Email	
Postal address:			
Reference Number:			

Property Details

Property description: (Lot and Plan)	
Property Address	
Vendor:	
Purchaser	
Improvements:	
Anticipated settlement date:	

Certificates Requested

<input type="checkbox"/>	Certificate of Occupancy Search For commercial buildings, shop fitouts, offices, etc. A copy of the Certificate of Occupancy (previously Certificate of Classification), where one has been issued on a structure, will be provided. Consideration should be given to the age of the building that the request is for. Council's records generally date back to 1975 with the introduction of the Building Act. If the building work is prior to 1975, a Certificate of Occupancy may not be available. The number of Certificates can only be determined after the initial payment of \$120.00 has been made.	\$145.00 / application
<input type="checkbox"/>	Final Inspection Certificate Search For residential buildings. This search provides final certificates (previously Certificate of Occupancy) that have been issued as a result of a passed final inspection.	\$145.00 / application
<input type="checkbox"/>	Building Records Search (per lot) for a Residential Property (Class 1a & 10) The Search will be provided in the form of a letter, comprising a list of building approvals issued for the property. The search will advise the date of approval for the building work and the associated inspection details. In non sewerred areas, it will advise if there is a treatment plant on site that requires regular servicing. It will also include a copy of the Final Inspection Certificate (previously Certificate of Occupancy) where applicable	\$210.00 / application
<input type="checkbox"/>	Building Records Search (per lot) for a Commercial Property (Class 2 to 9) The Search will be provided in the form of a letter, comprising a list of building approvals issued for the property. The search will advise the date of approval for the building work and the associated inspection details. It will also include a copy of the Certificate of Occupancy (previously Certificate of Classification) where applicable.	\$365.00 / application

Office Use Only

Application ID	PID	Fee Paid	Date	Receipt Number	Cashier Initials
CBD /					

Information Privacy Statement:

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](#) on Council's website www.cassowarycoast.qld.gov.au