



# CASSOWARY COAST REGIONAL COUNCIL

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Please allow 5 business days

## BUILDING SEARCH REQUEST FORM – 2023/2024

**OFFICE USE ONLY**

Please use BLOCK LETTERS and complete all details in full.

Cassowary Coast Regional Council is collecting your personal information for the purpose of providing rates, planning, building and trade waste information for a particular property noted on this Property Search Request Form. This is authorised by the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from Council Website at any time.

*Wizard Step 5: ceApplict*

### Section 1 – Applicant(s) Details

Please ensure an email address is recorded as all searches will be returned by email	<b>Applicants Name:</b>	
	<b>Postal Address:</b>	
	<b>Reference:</b>	
	<b>Email Address:</b>	
	<b>Phone Number:</b>	<b>Facsimile:</b>

*Wizard Step 3 & 4:*

### Section 2 – Property Details Requested

For CS, link to all Land IDs.

	<b>Real Property Description:</b>
	<b>Property Location:</b>
	<b>Vendor:</b>
	<b>Purchaser:</b>
	<b>Improvements:</b>
	<b>Anticipated Settlement Date:</b>

*Wizard Step 1: Module: Certs Group: Certificate*

### Section 3 – Certificates Requested

**Category:** BuildCClas

<b>Building</b>	<input type="checkbox"/> <b>Certificate of Occupancy Search</b> (prev Certificate of Classification 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.	Per Application \$135.00
BuildCFOcc	<input type="checkbox"/> <b>Final Inspection Certificate Search</b> (previously Certificate of Occupancy) For residential buildings. This search provides final certificates (previously Certificate of Occupancy) that have been issued as a result of a passed final inspection.	Per Application \$135.00
BuildCert	<input type="checkbox"/> <b>Building Records Search (per lot) for a Residential Property (Class 1a &amp; 10)</b> 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.	Per Application \$195.00
BuildCertC	<input type="checkbox"/> <b>Building Records Search (per lot) for a Commercial Property (Class 2 to 9)</b> 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.	Per Application \$340.00

<b>Office Use Only</b>	Property ID(s):	Date:	Urgent? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Application ID(s):	If urgent - notify rates officer immediately	
	Receipt:	Amount:	Cashier: