



CASSOWARY COAST REGIONAL COUNCIL

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INNISFAIL QLD 4860

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Archives Search Request Form 2026/2027

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 the Building Section front counter for two (2) weeks. 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 an particular purpose and disclaims all responsibilities and all liabilities (including without limitation, liability in negligence) for all expenses, losses, damage (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.

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct.

Name:			
Phone:		Email	
Postal address:			

Site Details

Property ID Number:			
<i>To be completed by Council if not known</i>			
Property address:			
Property description: (lot and plan)	Lot No.	Plan No.	
Name of owner of property if not the applicant: (e.g. company)			

Owners Consent

Development Application Number (if known)			
Owner's Consent	☐ Required (please attach Owners Consent with this application) ☐ Not required as I am the legal property owner		

Applicant's Declaration

Fees	\$115.00 (nil GST for retrieval of one (1) file) \$45.00 (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.

Payment Options

In Person	Over the Phone
Cassowary Coast Regional Council Customer Service Centre located at the Innisfail Shire Hall or Tully Civic Centre.	Payment can be made of the phone with credit card details by contacting 1300 763 903.

Office Use Only

Application ID	Cashier Initials	Fee Paid	Date	Receipt Number
CAS /		\$		

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](http://www.cassowarycoast.qld.gov.au) on Council's website www.cassowarycoast.qld.gov.au