



CASSOWARY COAST REGIONAL COUNCIL

PO Box 887

INNISFAIL QLD 4860

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Water & Sewer Main Plan Search Request Form

PLEASE COMPLETE THE FORM AND PROVIDE ALL INFORMATION AS REQUIRED.

All plan requests incur a search fee; per lot and plan. This search fee is non-refundable and must be paid prior to the search being conducted. **Council makes no guarantee that every property has a plan on file, therefore plans are ordered at your own discretion.**

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

Plan Required

☐ Sewer Main Plan ☐ Jump Up Point ☐ Water Main Plan

(not internal house plumbing/drainage – refer to Building) Please allow 5 working days – Search results will be delivered via email.

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. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
For companies:			
Business name			
ABN:			
Director name/s:			
Name of Agent / Contractor (if not the applicant)			
Contact number/s:			
Email address:			
Residential address:			
Postal address:			

Description of Land

The lot and plan details (eg. SP/RP) are shown on title documents or a rates notice.
If the plan is not registered by title, provide previous lot and plan details

Property ID Number: <i>To be completed by Council if not known</i>	<i>Note: This number is important and should be used on all correspondence relating to this matter</i>	
Property address:		
Property description: (lot and plan)	Lot No.	Plan No.

Applicant Declaration:

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Payment options

In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	☐ Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.

OFFICE USE

Fees

\$70.00 (Incl gst)	W00513 (North)	W00514 (South)
Date:	Receipt No:	Signature:

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