Building File & Plan Search

Business Support
2023/24

Building File & Plan Search

Council **may** hold copies of building files & plans for Cairns properties. **As historical plans are limited, please refer to pg. 2 of this form for availability of building plans for your area**. Search fees are non-refundable and are therefore ordered at your own discretion.

If you request a copy of a building file, please note it is a $100 fee **per structure**. Please advise which structure you are requesting. The whole file may include:-

- The application, decision notices, plans and inspection certificates
- Copy of the final inspection certificate for the building
- Any available certificates relating to the building application e.g. termite protection, wet area seal, soil reports, smoke alarms, energy efficiency etc.

To obtain a copy of any building plans or building file (Commercial & Domestic) the owners photo ID must be attached and purchasers must supply either a Letter of Permission from the owner or a Settlement Letter from the Solicitor. **A Contract of Sale is not acceptable.**

This form can be submitted to buildingservices@cairns.qld.gov.au and a link for payment will be emailed. Receipt of payment is required prior to the application being processed.

File/Plan Fees *(Search fees are non-refundable)*

Building File *Per Structure requested*	☐ **$100.00**	**Building Plans only** *(All available building plans)*	☐ **$50.00**
Final Certificate *Per Structure requested*	☐ **$100.00**	**Certificate of Occupancy** *Per Certificate requested*	☐ **$100.00**

Additional Fees May Apply

Offsite Retrieval Fee *Per Search* *$50.00*

Please Note

- **This search does not include sewerage or plumbing plans**
- Processing can take up to 10 business days from receipt date
- You will be advised if any additional fees are due and when the plans will be available for release via email. If the additional fees are not paid within 10 business days, this request will be considered withdrawn and a new request will need to be submitted.
- Copies of plans may be available to view for 72 hours at no cost ***(they are watermarked and cannot be printed, copied or emailed)***. Email this completed form with relevant documentation/ID to buildingservices@cairns.qld.gov.au

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Property Details

Assessment no.	*As per Rates Notice*
Lot & Plan no.	
Property address	
Property owner	

Contact Information

Relevant ID documentation to be attached/sighted

Contact name _____

Daytime no. _____ Mobile no. _____

Email _____

OFFICE USE ONLY – ID Check

ID/letter checked by CSO or copy attached if emailed.	☐ Photo ID	☐ Letter of Permission	☐ Settlement Letter
File/Plan Fee	*Amount paid*	*Receipt no.*	*Date*
Additional Fee	*Amount paid*	*Receipt no.*	*Date*

Cairns Regional Council – Information Privacy Statement
Your personal information has been collected for the purpose of assessing your application for building plans. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy act 2009* and will be assessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have been given Council permission or the disclosure is required by law.

Availability of Plans for Historical Cairns City and Mulgrave Shire – All Commercial plans should be available for all suburbs.

Historical Cairns City Area

1970 onwards

- Aeroglen
- Bungalow
- Cairns City
- Cairns North
- Earlville
- Edge Hill
- Kanimbla
- Manoora
- Manunda
- Mooroobool
- Parramatta Park
- Portsmith
- Westcourt
- Whitfield

Historical Mulgrave Shire (All suburbs not in the above list)

Prior to 1989	There are no domestic building plans available
1990 to 1994	There are minimal to no domestic building plans available
1994 onwards	Council should hold all domestic plans.

BUILDING ADMINISTRATION USE — Receipt Code – **T335**

Additional Fees

☐ Offsite Retrieval ☐ A1 Photocopy