

# Building Records Search

## Application for Information



*Please note that 2025-26 fees for this service are charged out at the rate of \$160 per hour with the base amount of \$80 to be paid up front before search is commenced.*

*Council does not have electronic records of any applications or approvals prior to 2000. These files are stored in archives and require a physical search of records. Applications and approvals from 2000 onward are better recorded and quicker to find.*

*The building records search is usually processed within 10 working days, once lodged (fees paid), and will be emailed to the address specified on the application. Older buildings and applications with less detail can take longer.*

### 1. Applicant Details

Name

Business Name (if applicable)

Are you the Property Owner? Yes / No

Postal Address

Town/Locality

State

Postcode

Telephone

Mobile

Email

Date

### 2. Owner Consent

Owner Name

Owner Signature

### 3. I would like to receive my search results – hard copies will incur a printing fee

☐ Via email

☐ In Person ( I will collect from Council Chambers)

☐ Via Post

### 4. Reason for Application

☐ Property Sale

☐ Further Development

☐ Historical Search

☐ Insurance

☐ Other ( Please provide details)

### 5. Site Details – ALL FIELDS MUST BE COMPLETED – incomplete forms will not be accepted

Lot

Section

DP

Street/Rural Address No

Street/Road Name

Town/Locality

State

Postcode

## 6. Development Details

*Please provide as much detail as possible to enable a thorough search to be conducted eg historical property name, ownership, builder information*

**Name of Developer / builder:**

**Date or Timeframe of Development:**

**Type of Development house / shed / pool:**

**Other Details (any information that may assist in locating records):**

## 7. Payment Details

**Receipt No:**

**Date:**

## 8. Magiq Document ID:

### ***Office Use only***

Are the site details accurate (check in Practical / Spectrum)

Initial Fees collected should be credited to: Building records search – per hour G/L 0714-1089-0001