



# Application for Building Plan Retrieval

**Privacy Notice:** Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to a third party with your written authorisation or as required by law.

P: 1300 622 529 | E: [council@mackay.qld.gov.au](mailto:council@mackay.qld.gov.au) | F: 07 4944 2400 | PO Box 41 Mackay QLD 4740 | ABN: 56 240 712 069  
CS Centres: Mon-Fri, 9:00am-4:00pm | Civic Precinct, Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

## APPLICANT

Full Name of Applicant:

Postal Address:

Mobile Phone:

Phone:

Email Address:

All documents will be sent by email unless advised otherwise

Other (if required)  Mail  Collect – Pick Up Location:

## OWNER & PROPERTY DETAILS

- If the applicant is not the Property Owner, a Signed Letter of Authority from the Owner must be attached to this application.
- If property ownership is held in a Company name, a written request signed by a Company Director/Manager on Company letterhead must also be attached to this application.

Full Name of Property Owner(s):

Company Name:

Property Address:

Property Description (Lot / Plan):

Assessment #:

## COPY OF DOCUMENTS REQUIRED – RESIDENTIAL (Class 1&10)

Please tick documents required (Each Application requested will incur an individual fee)

<b>Plans:</b>	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Shed	<input type="checkbox"/> Carport	<input type="checkbox"/> Additions/Alterations	<input type="checkbox"/> Pool
<b>Final Certificate:</b>	<input type="checkbox"/> Dwelling	<input type="checkbox"/> Shed	<input type="checkbox"/> Carport	<input type="checkbox"/> Additions/Alterations	<input type="checkbox"/> Pool
<b>Miscellaneous:</b>	<input type="checkbox"/> Soil Test	<input type="checkbox"/> Certificate/s	<input type="checkbox"/> Lapsed Approvals		

## COPY OF DOCUMENTS REQUIRED – COMMERCIAL/INDUSTRIAL (Class 2 to 9)

Please tick documents required. (Each Application requested will incur an individual fee)

**Plans:**  Building  Additions/Alterations

## DECLARATION OF APPLICANT

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with Mackay Regional Council.

Information provided for Building Plan Retrieval is subject to availability and due to the age of some buildings, records may not exist.

I acknowledge the fee payable is for the retrieval of each Building Application.

I accept there is NO Refund if records are not available.

Written Owner/Company Permission (on letterhead) provided. *If applicable*

Signature:

Date:

## OFFICE USE ONLY (Receipting code: RC/BPHOTO)

Date:

Amount:

Receipt No:

Cashier:

File No/s:

Pathway Register completed:  Yes  No

Letter of Authority / Email / ECM Doc Set ID # (if applicable):

# Building Plan Retrieval

## Building files

**Mackay Regional Council holds some building files for properties which may include plans for dwellings, sheds, carports, pools, additions/alterations, final certificates (residential only) and commercial building plans.**

The Application for Building Plan Retrieval Form is required for the below documents.

### Residential Properties (Class 1 and 10):

If you are seeking a copy of building plans, final inspection certificates, soil tests, certificate/s or lapsed approvals.

### Commercial/Industrial Properties (Class 2 to 10):

If you are seeking a copy of building plans for a commercial property.

If you require a copy of a Certificate of Classification (previously issued) or a Certificate of Occupancy (from 1/10/2020) this requires a separate application. This form (Application for Property Search) is located on council's website at [www.mackay.qld.gov.au](http://www.mackay.qld.gov.au).

Go to > Council > Policies and Fees > Forms and Applications.

Should you require additional information contained within the building files, that are not listed on this application form for either residential or commercial properties, you may need to apply through the Right to Information (RTI) process and additional fees may apply.

Further information is available on council's website.

## Building plan retrieval form

**Applicant – this is the person requesting the documents.**

- If the applicant is not the property owner, a signed letter of authority from the current owner or an authorised third-party agent must be attached to this application.
- If property ownership is held in a company name or trust, then authority must be from the owner or director. This must be a written request signed by a company director/manager on company letterhead and attached to this application.

## Timeframe

**Your request may take up to 10 working days to complete and all documents will be sent to you by email unless otherwise advised.**

## Fees

**Application fees relate to the retrieval of each building file. A different fee applies for residential and commercial properties.**

Unfortunately, if the requested documents or information are not contained in the file, the fee is non refundable.

Council is unable to provide Final Inspection Certificates for residential properties (class 1a and 10a) from 1976 to 1998 as these were not issued. Building Inspection Notices for 1994 to 1998 were issued.

Please refer to council's [Schedule of Fees and Charges](#)

**For Building And Plumbing Services refer to councils website under > Residents > Building and Property > Building and Development Compliance**