

Application for copies of building plans

Gold Coast City Council is collecting your personal information in accordance with the *Sustainable Planning Act 2009* in order to process your request. The information will only be used by authorised Council officers for the purpose of ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Please see Notes on Page 2 for information about this application

* **Must** be completed

Applicant Details	Applicant Name* (BLOCK LETTERS)			
	<input type="text"/>			
	Contact Name* (if applicant is a company or business)			
	<input type="text"/>			
	Postal Address*			
	<input type="text"/>			
Phone number*		Applicant's Signature*		Date
<input type="text"/>		<input type="text"/>		<input type="text"/>
Pick up at Nerang Customer Service <input type="checkbox"/>			Mail to address listed above <input type="checkbox"/>	
Owners Authority This is required when the applicant is wanting to obtain copies of FLOOR PLANS and they ARE NOT the registered owners of the property (See Notes 1 & 2).	I, _____ hereby authorise _____, (Registered owner) (Applicant) to obtain a copy of floor plans for the below mentioned property only.			
	Owner Name/s (BLOCK LETTERS)		Owners Phone number*	
	<input type="text"/>		<input type="text"/>	
	Owner's Signature/s		Date	
	<input type="text"/>		<input type="text"/>	
Property Details <ul style="list-style-type: none">Commercial plans available for the life of the building if constructed after 1975.Residential plans may not be available for properties over 10 years old.	Type of Property		Age of Property	
	Commercial <input type="checkbox"/> Residential <input type="checkbox"/>		Over 10 years <input type="checkbox"/> Under 10 years <input type="checkbox"/>	
	Lot No.	SP/RP	GTP/BUP	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Property Address			
	<input type="text"/>			
	Unit No.	Floor Level	Building/Shop Name	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
GCCC Customer Service use only	AMS memo checked <input type="checkbox"/>			
	Receipt number	Date	Sundry debtor number	Customer Service Officer
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>			

<p>Notes</p>	<ol style="list-style-type: none"> 1 Applicants can obtain copies of various building plans, <i>EXCEPT FOR FLOOR PLANS</i>, without the registered owner/s consent. 2 If the applicant is not the registered owner and is wanting to obtain floor plans, the owner must <i>either</i> complete the “Owners Authority” section on page 1 of this application <i>or</i> sign a letter of authority which is to be affixed to this application. If settlement has occurred recently, a settlement letter from the applicant’s solicitor must be affixed to this application. 3 A contract of sale is not acceptable. 4 Semi-detached, detached or relocatable buildings on strata titled properties are treated as individual applications. 5 Multi-Unit/Commercial buildings include shopping centres, commercial centres, high rise domestic and commercial buildings, hotels/motels, hospitals/nursing homes, factories/showrooms, retirement villages and the like. 6 Pool fence exemptions cannot be obtained with the certificates component of the Building plan types section. If you are the registered property owner, you may request this information by completing an “<i>Application for Property Information</i>” form.
<p>General Information</p>	<ul style="list-style-type: none"> ❖ Plans/documents will be available in approximately 10 working days. ❖ Plans are not to scale. ❖ It is important that you provide a business hours contact telephone number. ❖ All plans are the property of Council and copies are released at the discretion of the CEO. ❖ In certain circumstances a party who is NOT the property owner or authorised by the current owner may apply under provisions of the Evidence Act. ❖ All enquiries should be directed to: Gold Coast City Council Implementation & Assessment Branch PO Box 5042 Gold Coast MC QLD 9729 Telephone: 07 5582 8184 Fax: 07 5582 8610 Email: gcccmail@goldcoast.qld.gov.au Website: www.goldcoast.qld.gov.au
<p>Payment</p>	<ul style="list-style-type: none"> ❖ Credit card, cheque, cash or eftpos may be used at any of Council’s branch offices. Credit card payment by phone/fax/email is NOT available. Payments via mail may only be in cheque or money order.
<p>PLEASE READ CAREFULLY</p>	<p>The information requested by you will be extracted from Councils records in response to your request. The Council’s records DO NOT necessarily reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications WILL NOT be able to rely upon the information supplied for determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons MUST obtain their professional advice on these matters. The Council (and its officers and agents) contract to supply information ONLY on this basis. Further information on the limits of the information supplied will be included in the information supplied.</p>

- Fees ***must*** accompany form.
- Credit card payment by fax, phone or email is not available.
- If plans/documents are not available, a portion of the fees will be refunded. This does not include NON-REFUNDABLE (NR) fees or NON-REFUNDABLE Search Fee.
- Faxing of plans is not available.
- Pool fence exemption documents are not included in pool plans/documents (see note 6 on page 2).
- Please read ***all*** notes and requirements on page 2 before completing this section.
- For copies of pool safety certificates, please refer to www.dlgp.qld.gov.au

All fees to A/C No. 58472

RESIDENTIAL/COMMERCIAL Single Plan NR = non-refundable fee	<input type="checkbox"/>	<input type="checkbox"/> Original site plan <input type="checkbox"/> Most recent site plan	\$ 25.00 ea NR	\$
	<input type="checkbox"/>	Other	\$ 25.00 ea NR	\$
BUILDING APPROVAL DOCUMENTS Large jobs e.g. copy of whole of Building Approval, available by quotation upon request.	<input type="checkbox"/>	Certificates: <input type="checkbox"/> Termite/pest treatment <input type="checkbox"/> Final inspection <input type="checkbox"/> Final Pool Form 17 (this is not a Pool Safety Certificate) <input type="checkbox"/> Form 25 – RCB fire safety assessment report and compliance certificate <input type="checkbox"/> Other (please specify) _____	\$ 25.00 ea NR	\$
PROPERTY NOTICES	<input type="checkbox"/>	<input type="checkbox"/> Show Cause Notice <input type="checkbox"/> Enforcement Notice	\$ 25.00 ea NR	
SOIL/ENGINEERS REPORT Only available for buildings constructed after 1989 .	<input type="checkbox"/>	Soil/engineers report (where plans BELOW are NOT purchased)	\$139.00 NR	
	<input type="checkbox"/>	Soil/engineers report (where plans BELOW ARE purchased)	\$ 53.00 NR	
			TOTAL	\$

^ For copies of floor plans below, owner's authority on Page 1 is required.

When ordering any of the following below options, a single mandatory (non-refundable) search fee of \$85.00 is required in addition to the below document fees (see below for total)

RESIDENTIAL Complete set original house or duplex plans Up to 5 x A4/A3 sheets	<input type="checkbox"/>	Architectural (floor [^] , site and elevations only)	\$ 85.00	\$
	<input type="checkbox"/>	Structural (footing, slab, frame/bracing)	\$ 85.00	\$
RESIDENTIAL Additional structures	<input type="checkbox"/>	<input type="checkbox"/> pool <input type="checkbox"/> patio <input type="checkbox"/> alterations <input type="checkbox"/> garage <input type="checkbox"/> other (please specify) _____ (price includes all additional structures)	\$ 85.00	\$
COMMERCIAL OR MULTI-UNIT BUILDING <i>SINGLE UNIT ONLY</i> (See note 5) Up to 5 x A4/A3 sheets	<input type="checkbox"/>	Architectural (floor [^] , site, elevations)	\$ 85.00	\$
	<input type="checkbox"/>	Structural (footing, slab, frame/bracing)	\$ 85.00	\$
COMMERCIAL OR MULTI-UNIT BUILDING Complete set Up to 5 x A4/A3 sheets	<input type="checkbox"/>	Architectural (floor [^] , site and elevations only) <input type="checkbox"/> Current use of building or <input type="checkbox"/> Original use of building	\$ 85.00	\$
	<input type="checkbox"/>	Structural (footing, slab, frame/bracing)	\$ 85.00	\$
	<input type="checkbox"/>	Additions/Alterations	\$ 85.00	\$
ADDITIONAL SHEETS	<input type="checkbox"/>	In all cases after five (5) sheets A4/A3 (per additional sheet)	\$ 15.50 ea	\$
NR = non-refundable fee	Please ensure you add the Search Fee to the Sub Total		SUB TOTAL	\$
			Search Fee (NR)	\$ 85.00
			TOTAL	\$
Building Search Unit use only	BAs / RAs			