

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)**Archives Search Request Form 2024/2025****PLEASE CAREFULLY READ THE FOLLOWING BEFORE PROCEEDING WITH AN ARCHIVE SEARCH**

Owners consent is required to allow an applicant to view and purchase copies of plans/documents from an archived development application file if the applicant is NOT the legal property owner. Council makes no guarantee that every property has plans on file, therefore plans are ordered at your own discretion. This search fee is **non-refundable** and must be paid prior to the search being conducted. If the search is successful, files will be made available for viewing at the Building Section front counter for two (2) weeks. PLEASE ALLOW FIVE BUSINESS DAYS.

*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 an particular purpose and disclaims all responsibilities and all liabilities (including without limitation, liability in negligence) for all expenses, losses, damage (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.*

**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.

<b>Name:</b>			
<b>Phone:</b>		<b>Email</b>	
<b>Postal address:</b>			

**Site Details**

<b>Property ID Number:</b> <i>To be completed by Council if not known</i>		
<b>Property address:</b>		
<b>Property description: (lot and plan)</b>	<b>Lot No.</b>	<b>Plan No.</b>
<b>Name of owner of property if not the applicant:</b> <i>(e.g. company)</i>		

**Owners Consent**

<b>Development Application Number (if known)</b>	
<b>Owner's Consent</b>	<input type="checkbox"/> Required (please attach Owners Consent with this application) <input type="checkbox"/> Not required as I am the legal property owner

**Applicant's Declaration**

<b>Fees</b>	\$105.00 (nil GST for retrieval of one (1) file) \$40.00 (nil GST for each additional file) + applicable photocopy charges
<input type="checkbox"/>	By making this declaration, I declare that all information in this application is true and correct. Note: It is unlawful to provide false or misleading information.

**Payment Options**

<b>In Person</b>	<b>Over the Phone</b>
Cassowary Coast Regional Council Customer Service Centre located at the Innisfail Shire Hall or Tully Civic Centre.	Payment can be made of the phone with credit card details by contacting 1300 763 903.

**Office Use Only**

<b>Application ID</b>	<b>Cashier Initials</b>	<b>Fee Paid</b>	<b>Date</b>	<b>Receipt Number</b>
CAS /		\$		

**Information Privacy Statement:**

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. 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 accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

