



# Building and Plumbing Search Request Form 2024/2025

Cook Shire Council  
10 Furneaux Street  
PO Box 3  
Cooktown, QLD 4895  
Phone: 07 4082 0500  
Email: mail@cook.qld.gov.au  
Website: www.cook.qld.gov.au

## PROPERTY DETAILS

REQUESTED BY:	<input type="text"/>				
POSTAL ADDRESS:	<input type="text"/>				
PHONE:	<input type="text"/>	FAX:	<input type="text"/>	EMAIL:	<input type="text"/>
REFERENCE:	<input type="text"/>				
LOT / PLAN:	<input type="text"/>				
PROPERTY LOCATION:	<input type="text"/>				
VENDOR:	<input type="text"/>				
PROPOSED SETTLEMENT DATE:	<input type="text"/>				

### Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application for a Rates Record Request. The collection of this information is in accordance with 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.

**NOTE: No information will be given verbally – only written advice is available.**

***Please allow 5 – 10 working days from date of receipt.***

Fees are charged for the time taken to search Council records. All search fees are non-refundable and as Council may not hold the requested information, searches are ordered at your own discretion.

	Fees	Tick
<b>BUILDING (GL 2020.110.111)</b>		
• Building File Search and Summary	\$100.00	<input type="checkbox"/>
• Building File Search, Summary and Plans (Incl. relevant Certificates)	\$152.00	<input type="checkbox"/>
<b>PLUMBING (GL 2020.105.88)</b>		
• Plumbing File Search and Summary	\$91.50	<input type="checkbox"/>
• Plumbing File Search, Summary and Plans (Incl. relevant Certificates)	\$149.50	<input type="checkbox"/>
<b>COUNCIL DISCLAIMER</b>	<b>TOTAL AMOUNT</b>	
The information requested by you will be extracted from Council's 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 decision with financial or legal implications will not be able to rely upon the information supplied for the purpose of 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 own professional advice on these matters. The Council (and the officers and agents) contract to supply information on the limits of the information supplied may be included in the information supplied.	\$	<input type="text"/>

### OFFICE USE ONLY

Receipt No:

Date Received:

Amount Paid: