

APPLICATION FOR SEARCH PLANNING AND BUILDING 2025/26



APPLICANT DETAILS:

Name:			
Postal Address:			
Your Ref:		Phone:	
Email:			
Signature:			

PROPERTY DETAILS:

Property Address:	
Lot & Plan:	
Settlement Date:	
Purchaser:	

PLANNING: Note: Refer to Council website for planning certificate content details.

Limited Certificate - (Single Lot)	\$288.00	<input type="checkbox"/>
Standard Certificate - (Single Lot)	\$439.00	<input type="checkbox"/>
Full Certificate - (Single Lot)	\$691.00	<input type="checkbox"/>
Note: For all certificates, additional lots on the same assessment number are charge at \$23.00 per additional lot		
Archive Retrieval Fee of Decision Notices (per request)	\$55.00	<input type="checkbox"/>
Approval Number :		

BUILDING:

Building records search (No documentation) Provides details of building approvals, certificates of occupancy and final certificates (if available).	\$216.00	<input type="checkbox"/>
Request for Building Compliance Inspection (Including building record search) Provides details and copies of building approvals, certificates of occupancy and final certificates (if available).	\$579.00	<input type="checkbox"/>
Archive Retrieval Fee - Dwelling & Residential Shed (Class 1 & 10) - Archive Retrieval - copy of hard copy plans, decision notices, certificate of classification or final certificate (per approval) - Maximum fee \$110 per property	\$55.00	<input type="checkbox"/>
Approval Number or Structure:		
Archive Retrieval Fee- Commercial (Class 2 -9) - copy of hard copy plans, decision notices, certificate of classification or final certificate (per approval) - Maximum fee \$318.00 per property	\$159.00	<input type="checkbox"/>
Approval Number or Structure:		
Request to obtain Certificate of Occupancy/Classification for structures built before 30 April 1998 (Includes site inspection) If there is no existing certificate of classification and one is required for a building or structure built before 30 April 1998, then a formal application to Council through the lodgement of Form 13 is required.	\$618.00	<input type="checkbox"/>

LODGE APPLICATION TO:

Email:	council@maranoa.qld.gov.au
Over the counter:	See website for office locations, https://www.maranoa.qld.gov.au/contact-us
Post:	Maranoa Regional Council, PO Box 620 Roma QLD 4455

OFFICE USE ONLY

Date Received:	Receipt Number:	Assessment No:
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Disclaimer

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 decisions with financial or legal implications will not be able to rely upon the information supplied for the purposes 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 its officers and agents) contract to supply information only on this basis.