

Building Plan Retrieval Request Form 2023-2024



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to obtain or view a copy of plans related to a specific property. This request takes two business days to process after receipt of payment. Fees include copy charges and are charged on a per property basis. Fees must be paid prior to any documentation being emailed, posted or viewed.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Customer Details		
Organisation name:		
Contact name:		
First	Middle	Last
Preferred contact number:	Email:	
Preferred delivery method:	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)	
<i>Email is the standard form of delivery. If this is method is unsuitable please select an alternative.</i>		
Residential Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Request Type		
<input type="checkbox"/> Building Plan Retrieval and Copying – Domestic	\$78.00 each	
<input type="checkbox"/> Building Plan Retrieval and Copying – Commercial	\$129.00 each	
Sensitive security information (location of safes, public buildings, ATMs or bank buildings) can only be made available to the property owner. Photo ID must be sighted and non-owners must supply an owner permission letter or contract of sale before sensitive information will be released.		
Site Details		
Street number and name:		
Suburb:	State:	Postcode:
Lot number:	Plan number:	
Declaration		
I declare that the details are correct to the best of my ability.		
Name:	Signature:	Date:
Payment Information		
In person You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.		
By phone Customer Service staff will contact you regarding payment via credit card or debit once this form is received.		
By post Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.		

OFFICE USE ONLY	Date:	CSO:	Application number:
	Amount:	Receipt number:	Plans request in ECM: Y / N