



Building Search Application

Pay in person: at any Customer Service Centre

Mail payment: Brisbane City Council, GPO Box 1434, Brisbane QLD 4001

Enquiries phone: (07) 3403 8888

Office Use OnlyApplication No.

1 Lodgement details

STANDARD (10 business days)**FAST TRACK** (3 business days * Extra fees apply)

2 Applicant's details

Company name / Applicant name

Applicant's reference

Postal address

Phone no.

Contact name (if Company)

Postcode

Email address

Delivery method:

Post

Email

3 Property details *where search is required*

House no.

Street

Suburb

Postcode

Real Property description (Lot on Plan details)

4 Building search - *Select one of the options below relevant to the property where search is required.*

Option 1 - Property improved by a **single detached class 1a dwelling** being a standalone house used for residential purpose
(This includes any associated class 10 structures but does not include an attached class 1a dwelling being a duplex, townhouse, row house or the like)

A comprehensive building search consists of three search types as listed below. Building search fees and charges are applied for each search type.

Building search will provide information that Council has record of in the form of a letter identifying:

Building Records Search. List of building approvals dating back to 1946

Building Inspections Search. List of building inspection dates for each listed building approval

Building Property Notices Search. List of any outstanding building property notices issued in accordance with the *Building Act 1975 and Planning Act 2016*.

Note, does NOT include copies of building plans, documents, or certificates. Find out [how to apply for copies of building plans or documents](#).

Option 2 - Property improved by a building/structure **other than** a single detached class 1a dwelling

A comprehensive building search consists of three search types as listed below. Building search fees and charges are applied for each search type.

Building search will provide information that Council has record of in the form of a letter identifying:

Building Records Search. List of building approvals dating back to 1946

Certificate of Occupancy Search. List of certificates of occupancy including a copy of certificate if available. All buildings built after 1 April 1976 require a certificate of occupancy (formerly referred to as a certificate of classification) unless the building is a single detached class 1a building or a class 10 building or structure.

Building Property Notices Search. List of any outstanding building property notices issued in accordance with the *Building Act 1975 and Planning Act 2016*.

Note, does NOT include copies of building plans, documents or certificates other than certificate of occupancy if available. Find out [how to apply for copies of building plans or documents](#).