

2024/2025 SEARCH/INSPECTION REQUEST FORM

Applicants Name: Postal Address: Facsimile: Telephone: Email: Ref: Contact Name:	Payment Details Receipt No: Amount \$ Date:
Should you wish to make a payment by way of credit card please contact Councils Customer Service Centre on 1300 242 686	

Address: Street Number:..... Street:.....
 Town:.....
 RPD: Lot Registered Plan:..... Parish:
 Vendor:
 Purchaser:
 Settlement Date:.....

Provide Rates Balance to Vendor's Solicitor Yes No New Resident Yes No

1. Rates Searches				
Not including Water Meter Reading (5 Working Days Necessary)	\$150.00		(T36)	<input type="checkbox"/>
Including Water Meter Reading (5 Working Days Necessary)	\$249.00	\$150.00	(T36)	<input type="checkbox"/>
Water Meter Reading Only – Special Read		\$99.00	(T43)	<input type="checkbox"/>
Copy of Prior Financial Year Rate Notice	\$15.80		(T248)	<input type="checkbox"/>
Land Record Search – Other (Name & Address Records) Per Property	\$32.00		(T248)	<input type="checkbox"/>
2. Planning & Development Certificate <i>(Not available in Blackwater/ East PDA)</i>				
Limited (5 Working Days Necessary)	\$262.50		(T311)	<input type="checkbox"/>
Express Limited (Guaranteed 2 Working Days)	\$390.50		(T311)	<input type="checkbox"/>
Standard (10 Working Days Necessary)	\$652.00		(T312)	<input type="checkbox"/>
Full (30 Working Days Necessary) – Vacant Site	\$831.00		(T310)	<input type="checkbox"/>
Full (30 Working days Necessary) – Built Site	\$1,826.00		(T310)	<input type="checkbox"/>
3. Building Approval Record Searches				
Approval Records Search – No Inspection (5 Working Days Necessary)	\$233.00		(T37)	<input type="checkbox"/>
Building Record Search for Commercial/Industrial (5 Working Days Necessary)	\$490.50		(T44)	<input type="checkbox"/>
Urgent Records Search – No Inspection (Guaranteed in 2 Working Days)	\$343.00		(T41)	<input type="checkbox"/>
4. Engineering Searches				
Flood Search Request (Emerald Only)	\$63.00		(T39)	<input type="checkbox"/>
Water/Sewerage Location Request	\$111.00		(T43)	<input type="checkbox"/>
Additional Adjoining Lot Information Request – Admin Fee	\$9.30		(T43)	<input type="checkbox"/>
5. Commercial/Industrial - Certificate of Classification Application <i>(where no certificate exists)</i>				
	POA		(T287)	<input type="checkbox"/>
<i>*Please complete Form 13 Application for Certificate of Classification for a building or structure built before 30 April 1998 / Change of Classification see Form 13 - Application for Certificate of Classification for a building or structure built before 30 April 1998 / Change of Classification (hpw.qld.gov.au)</i>				

¹*PDA = Priority Development Area legislated under the Economic Development Act 2012. Please contact Council's Development and Planning unit for more information.*
 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 of 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 on this basis. Further information on the limits of the information supplied will be included in the information supplied.