



ABN 84 858 548 460

Search Request Form

PO Box 5042, Gold Coast Mail Centre QLD 9729
Customer Contact Centre 1300 366 659 Facsimile: (07) 5581 6841

Main Office Locations:
Nerang
833 Southport - Nerang Road

Surfers Paradise
135 Bundall Road

OFFICE USE ONLY

Officer. _____

Search No. _____

Receipt No. _____

Chq No. _____

Please use BLOCK LETTERS and complete all details in full.

Incomplete forms will be returned.

Effective 1 July 2011.

If you have any specific enquiries on how to complete this form, please contact the Customer Contact Centre on 1300 366 659.

Completed applications may be faxed to (07) 5581 6841, emailed to search@goldcoast.qld.gov.au or posted to PO Box 5042, Gold Coast Mail Centre QLD 9729.

Allow ten (10) working days from the date of receipt for the search to be processed, **exclusive** of Town Planning Certificates. See items 8 - 12 for timeframes.

Privacy Statement

Gold Coast City Council is collecting your personal information in accordance with Local Government Act 2009 in order to process your application. The information will only be used by authorised officers for the purpose of verification and ensuring our records are accurate. Your information will not be given to any other person or agency unless you have given us permission or we are required or allowed to by law.

When opting to pay by Credit Card or Cheque, please refer to 'Payment Methods' on page 3 for more information.

Section 1 - Contact Details / Applicant Details

Payment Method (All payment methods accepted in person at any Council Office):

SD 40 OR Credit Card Cheque Eftpos Cash

Applicant Reference:

Date:

Applicant Name:

Email:

Postal Address:

Postcode:

Fax No:

Phone No:

Mobile No:

Section 2 - Property Details / Property Information

Lot:

Plan No: RP / SP / GTP / BUP / WD

Property Address:

Type of Premises: (Commercial / Residential)

Settlement Date (if applicable):

Vendor Name:

Purchaser Name:

Access details required for sections 5, items 5, 10, 11, 12.

Section 3 - Access Details Required

Contact Name for Access to the Property / Premises:

Contact Phone Number for Access to the Property / Premises:

Business / Shop Name:

Type of Premises:

Section 4 - Delivery Address (if different from above)

Customer Name:

Delivery Address:

Postcode:

	Section 5 - Search Components and Fees	Please Tick ✓	Account No.	
Contact Council's Customer Contact Centre on 1300 366 659 for verbal rating information.	<u>Rates and Water Searches</u>			
	1. Rate Information Report Includes property notifications, if applicable	\$97.00 <input type="checkbox"/>	57407	
	Includes Water Meter Reading			
	2. Water Meter Reading Only	\$50.00 <input type="checkbox"/>	57412	
	Additional Fee for Information	\$25.00 <input type="checkbox"/>	57407	
Access details are required for Building Compliance. Refer to 'Section 3'.	<u>Building Searches</u>			
	3. Extract of Building Records Classes 1 and 10 (Residential)	\$341.00 <input type="checkbox"/>	98460	
	4. Extract of Building Records Classes 2 to 9 (Commercial)	\$507.00 <input type="checkbox"/>	98460	
	5. Building Compliance Inspection and Report Large projects by quote or minimum fee whichever is greater	\$575.00 <input type="checkbox"/>	96647	
	6. Certificate of Classification	\$93.00 <input type="checkbox"/>	96653	
	Inspection included. Access details are required for all Full Certificates. Refer to 'Section 3'.	<u>Town Planning Certificates</u>		
7. Limited Certificate (allow 5 business days) Additional Adjoining Lots		\$400.00 <input type="checkbox"/> \$61.00 <input type="checkbox"/>	98852 98852	
8. Standard Certificate (allow 10 business days) Additional Adjoining Lots		\$1361.00 <input type="checkbox"/> \$400.00 <input type="checkbox"/>	98852 98852	
9. Standard Certificate Under RCPA (allow 14 business days) Additional Adjoining Lots		\$1361.00 <input type="checkbox"/> \$400.00 <input type="checkbox"/>	98852 98852	
10. Full Certificate (allow 30 business days) Additional Adjoining Lots		\$3140.00 <input type="checkbox"/> \$400.00 <input type="checkbox"/>	98852 98852	
11. Full Certificate Under RCPA (allow 40 business days) Additional Adjoining Lots		\$3140.00 <input type="checkbox"/> \$400.00 <input type="checkbox"/>	98852 98852	
Inspection included. Access details are required. Refer to 'Section 3'.		<u>Health Search</u>		
		12. On-Site Inspection and possible reinspection and report <i>"By completing and submitting this form the applicant confirms that authority has been issued from the seller to the applicant to inspect records held by the agency relating to the property and/or business"</i>	\$450.00 <input type="checkbox"/>	12900020
		<u>Searches – Plans / Maps</u>		
		13. Flood Level Information	\$53.00 <input type="checkbox"/>	58532
		14. As Constructed SIS Location Diagram	\$22.00 <input type="checkbox"/>	88262
	15. Land Structural			
	a. Canals and Waterway Setbacks	\$29.00 <input type="checkbox"/>	98460	
	b. Foreshore Seawall (boulder wall)	\$29.00 <input type="checkbox"/>	98460	
	16. Landslip Maps – A4 size	\$39.00 <input type="checkbox"/>	98116	
	Total	\$		

Rates and Water Searches

Rates and Water – This is an **inspection of records** only (quotes not applicable). Particulars are supplied as at the date the rate book is inspected.

Note: Where verbal information is requested within 10 working days of lodgement of a rates search, an additional fee applies. A verbal can be obtained by contacting Council's Customer Contact Centre.

Special Water Meter Reading – Water meter reading only.

Building Compliance Searches

Extract of Building Details - Written report on all building applications on the property including all stage inspections on residential or commercial structures including amendments, additions, alterations, swimming pools, pontoons, foreshore structures and encumbrances. It does not include Building Relaxation Applications.

Building Compliance Inspection & Report - Site inspection by a Development Compliance Officer and a written report about the compliance of all commercial or residential structures including additions and pool fences. The report does not include details of previous inspections or building applications on the property. This is not a final inspection for the structures and no compliance documentation is issued.

Certificate of Classification - a copy of the original Certificate of Classification issued for Class 1b to 9 buildings constructed after 1975 describing the building's classification and the way the building can be used/occupied. If more than one certificate has been issued, a quotation for costs will be prepared and sent to the applicant.

Town Planning Searches

Multiple adjoining properties equate to base fee plus unit fee per each additional registered or historic property.

Note: Properties are considered adjoining for this purpose when they share a boundary no matter how small (there cannot be a gap between them). You will be contacted to confirm any additional fees for adjoining properties.

RCPA: Robina Central Planning Agreement Act.

Please contact Council's Town Planning Advice Centre on (07) 5582 8708 for further information on the type of Town Planning Certificates.

Health Search Information

Fee for inspection of Rental Accommodation, Food Premises, Environmentally Relevant Activities and other licence/registration types. Fee for inspection of multiple premises by quotation. On-site inspection and possible reinspection and report. Service provided upon application. Access details required. Please provide details of the business/shop name and premises type when completing the **Access Details** section on page 1.

Flood Search Information

Note that specific information for the property may be unavailable. If the flood search report shows 'Not Available' in lieu of a Designated Flood Level this indicates one of the following:

Council does not hold any regional flooding information for the property in question i.e. there are no historical records or computer modelled results available. This does not mean the property is not potentially flood affected; or

The property in question is situated beyond the boundary of the Designated Flood Level i.e. the property may be on higher ground. This does not guarantee that the property will not be affected by a flood that is more extreme than a Q100 event i.e. a Q200 event.

Plan / Map Details

Land Structure – Building setbacks refer to the distance from the property boundary to the outermost projection of the building or structure. The Gold Coast Planning Scheme makes provisions for setbacks, depending on whether the application is self, code or impact assessable. For further information on building setbacks, contact the Town Planning Advice Centre on (07) 5582 8708 or refer to Part 7 Div 3 Ch 3 Canals and Waterways and OM13 for Building Setback Line from Canals and Waterways or Part 7 Div 3 Ch11 Ocean Front Land and OM12.

Landslip Map - The colour coded site specific map is only a broad-brush natural landslip hazard-rating map, providing basic hazard rating information. Council will require any development site with a hazard-rating of moderate or higher to be supported by a satisfactory site specific stability assessment report. For more information Gold Coast Planning Scheme Part 7 Div 3 Ch 16 Steep Slopes or Unstable Soils.

Terms and Conditions

Please note that the information requested by you will be extracted from Council's records in response to your request. 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 purpose of determining whether any particular facts or circumstances exist and Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied will be included in the information supplied.

Payment Methods

Credit Card - If you have chosen payment via Credit Card and you have submitted your form to Council by post or fax, Council will return a Credit Card application to you. This must be completed and returned to the fax number stated on the Credit Card application form.

Cash - Cash payments can be made in person at any Council administration centre or branch office.

Cheque - Cheques need to be attached to the completed form and sent by post to the above PO Box or delivered in person at any Council administration centre or branch office.

SD Account - Please clearly record your Sundry Debtor account number in 'Section 1 – Contact Details / Applicant Details'.

Note: This application may be lodged in person at any Council administration centre or branch office. All payment methods accepted when lodging application in person.