

Search Request Form

Contact Details Please include SD Number or specify alternative method of payment. Please complete all applicable Contact Details.	SD Number / Payment Method (Credit Card/Cheque)		Reference	Date / /	
	Applicant's name		Email		
	Postal address				
	Fax number	Phone number	Mobile number		
Property Details Please complete all applicable Property Details so we can process your application.	Property Search Address				
	Property Search Description		Type of premises		
	Lot RP / SP / GTP / BUP	Vendor's name			Purchaser's name
			Settlement Date (if applicable)		
Access Details* Needed for Items 3c, 4, 5c, 5d, 5e, 8	Contact name for access to the property/premises		Contact phone number for access to property/premises		Business/shop name

Search Details	Please tick Property Search Items required		2009-10 Fees		Account No
	<ul style="list-style-type: none"> ▪ Cancellations must be requested in writing. ▪ Check Page 2 for additional charges which may apply to your selected searches and for cancellation information. ▪ Check Page 2 for access details which may be required. Search item numbers marked with a * require premise/property access arrangements. An inspection cannot be started until access contact details are provided to Council. ▪ Please allow 10 working days from the date of receipt for the search to be processed, exclusive of Town Planning Certificates. See items 3a, 3b & 3c for timeframes. 	1a	Rating – Rate Information Report - Water connection metered. Additional Verbal Fee	\$ 94.00 22.00	<input type="checkbox"/> <input type="checkbox"/>
1b		Rates search – No water connected (inspection of records only).	\$ 55.00	<input type="checkbox"/>	57407
2		Rating – Water meter reading only – (where rates search not required).	\$ 48.00	<input type="checkbox"/>	57412
3a		Town Planning Certificate – Limited Certificate (5 w/days). Additional Adjoining Lots <input type="checkbox"/> Yes (see over).	\$ 353.00	<input type="checkbox"/>	98460
3b		Town Planning Certificate- Additional Adjoining Lots <input type="checkbox"/> Standard Certificate (10 w/days) <input type="checkbox"/> Standard Certificate under RCPA (14 w/days) <input type="checkbox"/> Yes (see over).	\$ 1200.00	<input type="checkbox"/>	98460
3c*		Town Planning Certificate- Additional Adjoining Lots <input type="checkbox"/> Full Certificate (30 w/days) <input type="checkbox"/> Full Certificate under RCPA (40 w/days) <input type="checkbox"/> Yes (see over). Inspection included for all Full certificates	\$ 2769.00	<input type="checkbox"/>	98460
4*		Health Search – On-site inspection and possible reinspection and report.	\$ 428.00	<input type="checkbox"/>	12900020
5a		Building Search – Extract of Building Details Classes 1 and 10 without copies of approved plan.	\$ 301.00	<input type="checkbox"/>	98460
5b		Building Search – Extract of Building Details Classes 2 to 9 minimum fee without plan.	\$ 447.00	<input type="checkbox"/>	98460
5c*		Building Search – Building Compliance Inspection and Report	\$ 507.00	<input type="checkbox"/>	96647
5d*		Building Search – Building Compliance Inspection and Report Large Projects by Quote or minimum fee whichever is greater.	\$ 507.00	<input type="checkbox"/>	96647
5e*		Building Search - Swimming/Spa Pool Fencing (includes inspection).	\$ 250.00	<input type="checkbox"/>	96651
5f		Building Search - Copy of Certificate of Classification.	\$ 82.00	<input type="checkbox"/>	96653
6		As Constructed Plans – Sewer Details – Sewerage Location Plans (inc. GST)	\$ 33.00	<input type="checkbox"/>	95920
7		Flood Level Information – Information re any one point.	\$ 46.00	<input type="checkbox"/>	58532
8*		Trade waste compliance Per hour charge, minimum charge of 2 hours.	\$ 152.00	<input type="checkbox"/>	97721
9	Council sewer, water & stormwater – SIS location diagram (inc. GST)	\$ 23.00	<input type="checkbox"/>	88262	
10a	Land Structural Canals and Waterway Setbacks.	\$ 26.00	<input type="checkbox"/>	98460	
10b	Land Structural Foreshore seawall (boulder wall).	\$ 26.00	<input type="checkbox"/>	98460	
11a	Landslip Maps – A4 size.	\$ 36.00	<input type="checkbox"/>	98116	
11b	Landslip Maps – A1 size, eighteen sheets – FULL SET.	\$ 686.00	<input type="checkbox"/>	98116	
TOTAL			\$.	

Please note that 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 purpose 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. Further information on the limits of the information supplied will be included in the information supplied.

Search Request Form Information

Please note that this page does not need to be submitted with your application – it is for your information only.

Access Details

Council requires access to premises/property to complete inspections and certifications. Please complete the **Access Details** section on page 1. This should include the name and telephone number for the occupier or agent holding the key to the premises. Please also include the business/shop name and premises type. Absence of information may result in delays and re-inspection fees.

Non-refundable Charges

Fees are charged for the search of Council records and are payable whether information is retrievable or not. No refunds are available for unsuccessful searches.

Cancelled Property Inspection Services

Cancellation fees may vary depending on the progress of a requested search. All requests for cancellations must be submitted in writing and faxed to (07) 5581 6841.

Payment Methods

If you are a regular user of Council's **Search Request** service, please consider the use of a monthly customer account. This payment method can save considerable time in processing your application. Sundry Debtor accounts will be issued if Council's credit requirements are met. Please contact Council if you would like an application for a credit account to be emailed, faxed or posted. Applications from account customers can be faxed to (07) 5581 6841. Payment of fees can be made with Mastercard or Visa at any Council Office. Please advise on Page 1 under **Payment Method** if you are paying by cheque or credit card.

Rates Search

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.

Town Planning Certificates Information

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

- Limited certificate, \$353.00 + \$54.00 / each additional property.
- Standard certificate, \$1,200.00 + \$144.00 / each additional property.
- Full certificate, \$2769.00 + \$208.00 / each additional property (access details required).

Please provide details of the business/shop name and premises type when completing the **Access Details** section on page 1.

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.

RPCA: Robina Central Planning Agreement Act.

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

Health Inspection of Premises

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.

Building Information

Extract of building details includes details of building approvals, building notices and inspections. Access details required for inspections. Please provide details of the business/shop name and premises type when completing the **Access Details** section on page 1.

Flood Level

A search fee applies – note that specific information for the property may be unavailable.

Trade Waste

Access details required. Please provide details of the business/shop name and premises type when completing the **Access Details** section on page 1.