

# Search Request Form

**Council of the City of Gold Coast**

PO Box 5042 GOLD COAST MC QLD 9726

P: 1300 366 659

E: [search@goldcoast.qld.gov.au](mailto:search@goldcoast.qld.gov.au)

W: [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

Please use **BLOCK LETTERS** and complete all details in full. Incomplete forms will be returned.

For information on specific search fees prior to requesting your search, please visit our website [cityofgoldcoast.com.au/searchrequest](http://cityofgoldcoast.com.au/searchrequest).  
Effective 1 July 2019.

**Allow ten (10) working days** from the date of receipt for the search to be processed, **exclusive** of Commercial Building Searches and Planning and Development Certificates. See individual item for timeframe.

## Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to [cityofgoldcoast.com.au/privacy](http://cityofgoldcoast.com.au/privacy).

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

For more information to assist with submitting your application, please visit [cityofgoldcoast.com.au/searchrequest](http://cityofgoldcoast.com.au/searchrequest)

\* Indicates the field is mandatory

## Payment Method

Select payment method.

All payment methods accepted in person at any Council office. Please refer to 'Payment methods' on page 4 for further information.

Business Partner Account - Please submit your search request online. [cityofgoldcoast.com.au/searchrequest](http://cityofgoldcoast.com.au/searchrequest)

**Cheque**

**Cash**

## Section 1 - Contact details/Applicant details\*

Applicant Reference		Date	
Name			
Postal address			
Phone number		Mobile number	
Email			

## Section 2 - Property details/Property information

Lot number*		Registered plan number*	
Property address*	<i>(Please include unit number / floor level / tenancy number etc.)</i>		
Type of premises (commercial / residential)		Settlement date (if Applicable)	
Vendor name			
Purchase name			

## Office use only

Date received		Fee paid	
Received by		Receipt number	
Business partner name		Account number	
Business partner number		System code	<i>(if applicable)</i>

**Section 3 – Access details required**  
Access details are required for Building Compliance, Full Certificate for land valued, Health search & Trade waste.

Contact name for access to property/premises	
Contact number	
Business/Trade name	

**Section 4 – Search components and fees** Please tick ✓

**Rates and water searches** - Contact Council's Customer Contact Centre on 1300 366 659 for verbal rating and water information.

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<b>Rate information report</b> Includes Water Meter Reading and property notifications, if applicable	<input type="checkbox"/> \$136.00
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<b>Water meter reading only</b>	<input type="checkbox"/> \$66.00
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**Building records** - Access details are required for building compliance. Refer to 'section 3'.

<b>Extract of building – Residential.</b> Records classes 1 to 10. This fee covers four (4) building approvals only, then quotation applies at a unit fee per additional building approval	<input type="checkbox"/> \$447.00
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<b>Extract of building – Commercial.</b> Records classes 2 to 9. Allow 20 business days. If only one unit in the building is required – residential fee applies. This fee covers four (4) building approvals only, then quotation applies at a unit fee per additional building approval	<input type="checkbox"/> \$663.00
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<b>Building compliance – Residential.</b> Classes 1a and 10. Inspection and report. This fee covers four (4) building approvals only, then quotation applies at a unit fee per additional building approval	<input type="checkbox"/> \$752.00
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<b>Building compliance – Commercial.</b> Classes 1b to 9. Inspection and report. Allow 28 business days. Minimum fee applies – large projects by quotation or minimum fee, whichever is the greater. If only one unit in the building is required then the residential fee applies.	<input type="checkbox"/> \$752.00
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<b>Certificate of Classification.</b> Commercial classes 1b to 9 only	<input type="checkbox"/> \$122.00
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**Request for property information**

<b>Request for property information</b> – up to 3 items	<input type="checkbox"/> \$112.00
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<b>Request for property information</b> – over 3 items (each additional item over and above 3 items) Please specify the structure for each option (e.g. house, patio, garage, pool etc.)	<input type="checkbox"/> \$31.00 each additional item
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Information requested	Please tick ✓	Type of structure
Application approval date (date plans were approved – prior to construction)	<input type="checkbox"/>	
Date of building commencement (footing)	<input type="checkbox"/>	
Date of building completion (final)	<input type="checkbox"/>	
Cost of construction of building (as per building application)	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

**Building Plans** - Owners authority is required if you are requesting to obtain or view copies of floor plans and you are not the registered owner of the property.

<b>Plans – commercial – Architectural</b>	<input type="checkbox"/> \$220.00
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<b>Plans – commercial - Structural</b>	<input type="checkbox"/> \$220.00
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<b>Plans – commercial - Single unit</b>	<input type="checkbox"/> \$220.00
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<b>Plans – residential - Architectural</b>	<input type="checkbox"/> \$220.00
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<b>Plans – residential - Structural</b>	<input type="checkbox"/> \$220.00
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<b>Plans – residential - Additional structures</b>	<input type="checkbox"/> \$220.00
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<b>Is this application being made by an individual or a corporation</b>	<input type="checkbox"/> Individual
	<input type="checkbox"/> Corporation

<b>Age of property</b>	
<input type="checkbox"/> Under 10 years	<input type="checkbox"/> Over 10 years
Building/shop/business name:	
Description of current structure/s or use/s of structure/s:	
<b>Owners Authority</b>	
Owners name	
Owners phone number	
Owners signature	
<b>Building Certificates and Reports</b>	
Termite/pest treatment	<input type="checkbox"/> \$32.00 ea (NR)
Plans – residential - Final inspection	<input type="checkbox"/> \$32.00 ea (NR)
Other document	<input type="checkbox"/> \$32.00 ea (NR)
Soil/engineers report	<input type="checkbox"/> \$181.00 (NR)
Soil/engineers report - Purchased with other plans	<input type="checkbox"/> \$71.00 (NR)
Site Plan	<input type="checkbox"/> \$32.00 ea (NR)
<b>Planning and Development Certificates</b> - For all Full Planning and Development Certificates an inspection will be required and property access details are to be provided on the search request form. Refer to 'section 3'.	
<b>Limited Certificate for land valued under \$1,000,000.00</b> (allow 5 business days) Not available for lots affected by the Local Government (Robina Central Planning Agreement ) Act 1992 (RCPA)	<input type="checkbox"/> \$523.00
<b>Limited Certificate for land valued \$1,000,000.00 and above (excluding lots containing only a detached dwelling)</b> (allow 5 business days) Not available for lots affected by the Local Government (Robina Central Planning Agreement ) Act 1992 (RCPA)	<input type="checkbox"/> \$841.00
<b>Standard Certificate for land valued under \$1,000,000.00</b> (allow 10 business days for Planning Act identified properties) (allow 14 business days for RCPA identified properties)	<input type="checkbox"/> \$1780.00
<b>Standard Certificate for land valued over \$1,000,000.00 and above (excluding lots containing only a detached dwelling)</b> (allow 10 business days for Planning Act identified properties) (allow 14 business days for RCPA identified properties)	<input type="checkbox"/> \$5937.00
<b>Full Certificate for land valued under \$1,000,000.00</b> (allow 30 business days for Planning Act identified properties) (allow 40 business days for RCPA identified properties)	<input type="checkbox"/> \$4110.00
<b>Full Certificate for land valued over \$1,000,000.00 and above (excluding lots containing only a detached dwelling)</b> (allow 30 business days for Planning Act identified properties) (allow 40 business days for RCPA identified properties)	<input type="checkbox"/> \$7124.00
<b>Health search</b> - Inspection included. Access details are required. Refer to 'section 3'. <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>	
<b>On-site inspection and possible reinspection and report</b> Quote for multiple premises or multiple licences on one premise	<input type="checkbox"/> No Fee
<b>Trade waste compliance search</b> - Inspection included. Access details are required. Refer to 'section 3'.	
<b>Trade waste compliance search</b> Minimum fee applies – quote for multiple premises or multiple licences on one premise.	<input type="checkbox"/> \$208.90

Plumbing		
Compliance certificate - domestic or commercial	<input type="checkbox"/>	\$32.00
Drainage plan – commercial	<input type="checkbox"/>	\$59.00
Drainage plan - residential	<input type="checkbox"/>	\$49.00
Plans, Maps and Documents		
Flood level information	<input type="checkbox"/>	\$86.00
GIS location or service	<input type="checkbox"/>	\$30.00 (NR)
Land structural - Canals and waterway setbacks	<input type="checkbox"/>	\$117.00
Land structural - Foreshore seawall (boulder wall)	<input type="checkbox"/>	\$39.00
Landslip map – A4 size	<input type="checkbox"/>	\$52.00
<b>Copy of decision notice - Provide the below information</b>		
Application number and/or land use		<input type="checkbox"/> \$131.00
Approximate approval date		
Provide details of the nature of your request		
<b>Sewer infrastructure drawing</b> Provide the reason for the request:		
Access for CCTV activities	<input type="checkbox"/>	<input type="checkbox"/> \$100.20
Building activities	<input type="checkbox"/>	
Development	<input type="checkbox"/>	
ID of easement and City sewer infrastructure	<input type="checkbox"/>	
Property settlement	<input type="checkbox"/>	
Property sewer connection point	<input type="checkbox"/>	
Underground drilling or excavation	<input type="checkbox"/>	
<b>Total</b>		\$
Information		
<b>Terms and Conditions</b>		
<p>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.</p>		
<b>Access Details</b>		
Council requires access to premises/property to complete inspections and certifications. Please complete the Access Details when requested. 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.		
<b>Non-refundable charges</b>		
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.		
<b>Cancelled Property Inspection Services</b>		
Cancellation fees may vary depending on the progress of a requested search. All requests for cancellations must be submitted in writing to: <a href="mailto:search@goldcoast.qld.gov.au">search@goldcoast.qld.gov.au</a>		
Declaration		
I accept the above terms and conditions.		
<b>Signature</b>	<b>Date</b>	
<b>Payment Methods</b>		
<b>Credit Card</b> – Payment by credit card will incur a surcharge. Please submit your search request online. <a href="http://cityofgoldcoast.com.au/searchrequest">cityofgoldcoast.com.au/searchrequest</a> <b>Cash</b> - Cash payments can be made in person at any Council administration centre or branch office. <b>Cheque</b> - Cheques need to be attached ( <i>with a paperclip only</i> ) to the completed form and sent by post to the above PO Box. <b>Business Partner Account</b> - Please submit your search request online. <a href="http://cityofgoldcoast.com.au/searchrequest">cityofgoldcoast.com.au/searchrequest</a>		