

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

W: 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. Effective 1 July 2023.

Allow fifteen (15) 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.

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 * 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

Cheque Eftpos (In person only at Customer Service Centre)

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		
Purchaser name		

Section 3 – Access details required

Access details are required for Building Compliance, Full Certificate, Health search & Trade waste.

Contact name for access to property/premises	
Contact number	
Business/Trade 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 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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Rate information report Includes Water Meter Reading and property notifications, if applicable	<input type="checkbox"/>	\$157.00
Water meter reading only	<input type="checkbox"/>	\$73.00
Building records - Access details are required for building compliance. Refer to 'section 3'.		
Extract of building records – Residential. (BCA Classes 1a and 10) This fee covers four (4) building approvals only, then quotation applies at a unit fee per additional building approval	<input type="checkbox"/>	\$509.00
Extract of building records – Commercial. (BCA Classes 1b 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"/>	\$753.00
Building compliance inspection and report – Residential. (BCA Classes 1a and 10) ** This fee covers four (4) building approvals only, then quotation applies at a unit fee per additional building approval	<input type="checkbox"/>	\$582.00
Building compliance inspection and report – Commercial (BCA Classes 1b to 9) ** 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"/>	\$855.00
Certificate of Classification/ Final inspection certificate. All classes	<input type="checkbox"/>	\$138.00 ea
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.		
Owners Authority – If you are not the current owner of the property; or the property is owned by a Corporation (including a company or body corporate); or the applicant is a Corporation (including a company or body corporate) then one of the following must be attached to this application.		
<ol style="list-style-type: none"> 1. The owner must complete the authorisation section below; or 2. A settlement letter from the applicant's solicitor (a contract of sale is not acceptable). 3. Written authorisation from an authorised officer (company director, body corporate chairman/secretary) 		
I, _____ hereby authorise _____		
(Owner)		(Applicant)
to obtain a copy of floor plans for the abovementioned property only.		
Owners name		
Owners phone number		
Owners Signature		
Owners Authority attached		
Age of property		
<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:		
Plans – residential – Architectural (Original dwelling - includes site plan, floor plan & elevations)	<input type="checkbox"/>	\$246.00
Plans – residential – Structural (Original dwelling - includes footing, slab, frame/bracing)	<input type="checkbox"/>	\$246.00
Plans – residential - Additional structures – please specify: <input type="checkbox"/> additions/alterations to original dwelling <input type="checkbox"/> other structures (pool, shed, carport etc)	<input type="checkbox"/>	\$246.00

Section continued over the page

NOTE: Commercial selections may require a quotation to provide all plans, depending on the number of pages.

Plans – commercial – Architectural - includes site plan, floor plan & elevations <input type="checkbox"/> Current Use <input type="checkbox"/> Original Use	<input type="checkbox"/> \$246.00
Plans – commercial – Structural - includes footing, slab, frame/bracing, mechanical ventilation, fire services	<input type="checkbox"/> \$246.00
Plans – commercial - Single unit – Architectural – includes site plan, floor plan and elevations	<input type="checkbox"/> \$246.00
Plans – commercial – Single unit – Structural - includes footing, slab, frame/bracing,	<input type="checkbox"/> \$246.00
Plans – commercial – <input type="checkbox"/> addition <input type="checkbox"/> alteration <input type="checkbox"/> fitout (any/all included in fee)	<input type="checkbox"/> \$246.00
Site Plan <input type="checkbox"/> original <input type="checkbox"/> current <input type="checkbox"/> other (please select)	<input type="checkbox"/> \$55.00 ea (NR)

Building Certificates and Reports

Termite/pest treatment	<input type="checkbox"/> \$36.00 ea (NR)
Other building approval document (please specify)	<input type="checkbox"/> \$55.00 ea (NR)
Soil/engineers report	<input type="checkbox"/> \$80.00 (NR)

Health search - Inspection included. Access details are required. Refer to 'section 3'.

"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"

On-site inspection and possible reinspection and report Quote for multiple premises or multiple licences on one premise	<input type="checkbox"/> No Fee
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Planning and Development

Planning and Development Certificates - 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'.	
Limited Certificate for land valued under \$1,000,000.00 (allow 5 business days) Not available for lots affected by the Local Government (Robina Central Planning Agreement) Act 1992 (RCPA)	<input type="checkbox"/> \$589.00
Limited Certificate for land valued \$1,000,000.00 and above (excluding lots containing only a detached dwelling) (allow 5 business days) Not available for lots affected by the Local Government (Robina Central Planning Agreement) Act 1992 (RCPA)	<input type="checkbox"/> \$946.00
Standard Certificate for land valued under \$1,000,000.00 (allow 10 business days for Planning Act identified properties) (allow 14 business days for RCPA identified properties)	<input type="checkbox"/> \$2,003.00
Standard Certificate for land valued \$1,000,000.00 and above and below \$5,000,000.00 (excluding lots containing only a detached dwelling) (allow 10 business days for Planning Act identified properties) (allow 14 business days for RCPA identified properties)	<input type="checkbox"/> \$6,681.00
Standard Certificate for land valued \$5,000,000.00 and above (excluding lots containing only a detached dwelling) (allow 10 business days for Planning Act identified properties) (allow 14 business days for RCPA identified properties)	<input type="checkbox"/> \$10,400.00
Full Certificate for land valued under \$1,000,000.00 ** (allow 30 business days for Planning Act identified properties) (allow 40 business days for RCPA identified properties)	<input type="checkbox"/> \$4,625.00
Full Certificate for land valued \$1,000,000.00 and above and below \$5,000,000.00 (excluding lots containing only a detached dwelling) ** (allow 30 business days for Planning Act identified properties) (allow 40 business days for RCPA identified properties)	<input type="checkbox"/> \$8,015.00
Full Certificate for land valued \$5,000,000.00 and above (excluding lots containing only a detached dwelling) ** (allow 30 business days for Planning Act identified properties) (allow 40 business days for RCPA identified properties)	<input type="checkbox"/> \$12,480.00

Confirmation of Development Approval that is in effect/has not lapsed - Provide the below information on the type of application and development approval received.

Please refer to cityofgoldcoast.com.au/searchrequest for details on the applicable fee.

Material Change of Use (Development Permit)	<input type="checkbox"/> \$1,000.00
Preliminary Approval and/or Variation Approval	<input type="checkbox"/> \$1,000.00
Reconfiguration of a Lot (Development Permit)	<input type="checkbox"/> \$700.00
Operational Works (Development Permit)	<input type="checkbox"/> \$700.00
Combined Development Approval (Development Permit and/or Preliminary/Variation Approval types)	<input type="checkbox"/> \$1,200.00

Application number and/or File number

Approximate Approval Date

Provide details of the nature of your request and/or further supporting information

Trade waste compliance search - Inspection included. Access details are required. Refer to 'section 3'.

Trade waste compliance - Desktop search only	<input type="checkbox"/> \$152.00
Trade waste compliance - Desktop search plus field inspection up to 3 devices	<input type="checkbox"/> \$380.10
Trade waste compliance - Desktop search plus field inspection more than 3 devices	<input type="checkbox"/> POA

Plumbing and Drainage

Request for backflow register	<input type="checkbox"/> \$55.00 (NR)
Compliance certificate – domestic or commercial	<input type="checkbox"/> \$36.00 (NR)
Drainage plan - commercial	<input type="checkbox"/> \$66.00 (NR)
Drainage plan - residential	<input type="checkbox"/> \$55.00 (NR)

Plans, Maps and Documents

Defined flood level	<input type="checkbox"/> \$98.00
GIS/SIS location or service	<input type="checkbox"/> \$34.00 (NR)
Landslip map – A4 size	<input type="checkbox"/> \$59.00

Planning Approval - Copy of decision notice - Provide the below information

Application number and/or land use

Approximate approval date

Provide details of the nature of your request

\$148.00

Plans, Maps and Documents

Sewer infrastructure drawing

Provide the reason for the request:

Access for CCTV activities	<input type="checkbox"/>	<input type="checkbox"/> \$80.80
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"/>	
Total	\$	

Information

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.

Access Details

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.

Non-refundable charges (NR)

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 to: search@goldcoast.qld.gov.au

Declaration

I accept the above terms and conditions.

Signature	Date
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Payment Methods

Eftpos – Eftpos payments can be made in person at any Council administration centre or branch office. Payment by credit card will incur a surcharge.

Cheque - Cheques need to be attached (*with a paperclip only*) to the completed form and sent by post to the PO Box at the top of the form.

Business Partner Account - Please submit your search request online. cityofgoldcoast.com.au/searchrequest