

The material provided in this document is intended to be used in conjunction with Council's Property Search Request form (CSF360) and provides additional, specific information about the details and content of each individual search option.

## 1. Rates & Water Searches

Please allow a minimum of seven (7) working days for the return of Rates and Water searches.

- **Land Record Search:** Includes name and postal address of owner/s, property location description and area, unimproved capital valuation and half yearly rates and current outstanding balance. *NOTE: This search is for a person/company requesting information on a property that is not an adjoining property to theirs. It is **not** to be used for conveyancing purposes. If the property does adjoin their property Council can provide the above information free of charge.*
- **Rates Only Search:** Includes the owner's name and address, property description, land area, valuation, rating details and outstanding charges, and water meter details only.
  - Includes a \$142.00 ownership transfer fee which is refundable should a sale not eventuate.
- **Property Search:** Includes the owner's name and address, property description, land area, valuation, rating details and outstanding charges, water meter details, resumptions and realignments, road status information, flooding, drainage and sewerage rights, outstanding requisitions, and general information which in Council's opinion should be brought to the attention of the enquirer.

This search **includes a Plan** showing neighbouring properties, approximate location of flooding, drainage and sewerage rights &/or easements affecting the subject property, if applicable.

- Includes a \$142.00 ownership transfer fee which is refundable should a sale not eventuate.

This search **does not** detail Building &/or Plumbing information.

- **Fast Track Service:** 1 business day response for a Rates Only or Property Search, from receipt of payment.
- **Special Water Meter Reading:** A reading of the water meter/s at the subject property can be made available prior to the next scheduled reading.  
Please call (07) 5481 0698 to confirm a meter is connected prior to payment.
- **Urgent Special Water Meter Reading:** 1 business day response for a Special Water Meter Reading, from receipt of payment.  
Please call (07) 5481 0698 to confirm a meter is connected prior to payment.

## 2. Building & Plumbing Searches

Please allow a minimum of ten (10) business days for the return of Building and Plumbing searches.

Due to the potentially sensitive issue of releasing plans and documents that reveal the internal layouts of buildings, both residential and commercial, Council requires owners of the property to provide consent for some of the following searches:

**Note: Where Council is instructed to cancel a search request, or where no records are found, an administration fee of \$121.00 will be retained with any additional monies refunded. Refunds are not available for Fast Track Service fees or requests for Copy of Final Inspection Certificate or Certificate of Classification.**

### Owners CONSENT NOT required for the following searches:

- **Copy of Certificate of Classification:** Provides a copy of the Certificate of Classification for a commercial building, specifying the building's classification and the approved use. Fee includes one certificate only. An additional fee will apply for each subsequent certificate.
- **Copy of House Drainage Plan:** Provides the location of the internal house drainage and the location of the house line that connects to Council infrastructure.
- **Form 19 – Request for development information:** Provides development related information to building design professionals and building certifiers for a proposed development site (each item selected over six for Part B and C will attract additional fees). **IMPORTANT:** A completed Form 19 – Request for Building Information form is available from the State Government Department of Housing and Public Works website and must accompany the Land Search Request Form.

### Owners CONSENT IS required for the following searches:

- **Residential (Class 1 & 10) FULL Building & Plumbing Search (report & plans):** Includes written confirmation of building approvals and inspection details and a copy of Plans / Building Permits / Soil and Wastewater Reports / Structural Engineer's Reports / Final Certificates. Fee includes up to three permits only. An additional fee will apply for each subsequent permit.
- **Residential (Class 1 & 10) LIMITED Building & Plumbing Search (no plans):** Includes written confirmation of building approvals and inspection details. Fee includes up to three permits only. An additional fee will apply for each subsequent permit.
- **Residential (Class 1 & 10) PLANS ONLY Building & Plumbing Plans (no report):** Includes a copy of any approved Plans / Building Permits / Soil and Wastewater Reports / Structural Engineer's Reports / Final Certificates. Fee includes up to three permits only. An additional fee will apply for each subsequent permit.

- **Copy of Final Inspection Certificate (Form 21, Statement of Inspection) or an Inspection Report (Form 17):** Provides a single copy of one building or plumbing final inspection certificate. Fee includes one certificate only. An additional fee will apply for each subsequent certificate.
- **Viewing Residential Building or Plumbing file:** View the approval at Council's Channon Street office only (no copies).
- **Fast Track Service:** 3 business day response for the above searches, from receipt of payment.
- **Residential (Class 1 & 10) Building Compliance Inspection and Report (no plans):** Includes building approvals and inspection details only. No plumbing information provided. An on-site compliance inspection will also be conducted, and a Compliance Report issued.
- **Residential (Class 1 & 10) or Commercial (Class 2-9) Building &/or Plumbing Compliance Inspection and Report (no plans):** Includes building and plumbing approvals and inspection details. An on-site compliance inspection will also be conducted, and a Compliance Report issued.
- **Commercial (Class 2-9) FULL Building & Plumbing Search (report & plans):** Includes written confirmation of building approvals and inspection details with a copy of Plans / Soil Evaluator Wastewater Report / Structural Engineer's Report / Certificate of Classification.
- **Commercial (Class 2-9) LIMITED Building & Plumbing Search (no plans):** Includes written confirmation of building approvals and inspection details without a copy of Plans / Soil Evaluator Wastewater Report / Structural Engineer's Report / Certificate of Classification.
- **Commercial (Class 2-9) PLANS ONLY Building & Plumbing Search (no report):** Includes a copy of any approved Plans / Building Permits / Soil and Wastewater Reports / Structural Engineer's Reports / Certificate of Classification.
- **Pool Safety Certificate (Form 23)** is required in Queensland when selling or leasing a property with a regulated pool. This certificate will be supplied after the pool barrier has been inspected and the pool is determined to be a complying pool under the *Building Act 1975*. (Fee includes mandatory State Government registration)
- **Pool Fence Compliance** is a service for owners or prospective purchasers who wish to have a pool fence inspected for compliance against the *Australian Standards* and *Building Act 1975*. It includes a report containing issues of non-compliance and full explanation of defects if applicable. Council may issue appropriate notices and requisitions as a result of this advice.

### 3. **Planning & Development Certificates and Searches**

Please refer to each search type for the minimum time required for the return of Planning and Development searches.

**Please note: Fees are charged per lot.**

**Note: Minimum Administration Fee of \$125 for all Full Certificates (where no records found, this fee will be retained, and additional monies paid will be refunded).**

#### **Copies of Certificates**

- **Limited Planning and Development Certificate:** Includes a summary of the information relating to the premises as follows; Planning Scheme Provisions; Infrastructure Charges Resolution- Regulatory Provisions or Draft Regulatory Provisions; Temporary Local Planning Instrument (TLPI); Variation Approvals; State Planning Instrument; Designations and Infrastructure Charges Register.  
(Provided within 5 business days)
- **Standard Planning and Development Certificate:** Includes the same information as a Limited Planning Certificate, and additionally provides copies of every decision notice, or negotiated decision notice for a development approval in effect for the premises; details of any changes made to a development approval in effect for the premises; details of any approval given to extend the currency period of a development approval in effect for the premises; copies of every deemed approval notice relating to the premises, if the development approval to which the notice relates has not lapsed; copies of every continuing approval mentioned in repealed IPA, section 6.1.23(1) (a) to (d); details of any decision to approve or refuse an application to amend a planning scheme made under the repealed LGP&E Act, section 4.3, including any conditions of approval; copies of every compliance permit or compliance certificate in effect at the time this certificate is given; copies of any exemption certificate for development on the premises; copies of any judgement or order issued by the P&E Court, a tribunal or a building and development dispute resolution committee under the old Act about the development on the premises; copies of any agreement by Council about a development condition of a development approval in effect for the premises; copies of any agreement by referral agency about a development condition of a development approval in effect for the premises; copies of any infrastructure agreement applying to the premises; a description of each amendment proposed to be made by Council to its planning scheme.  
(Provided within 10 business days)
- **Full Planning and Development Certificate:** Includes the same information as a Standard Planning Certificate and additionally provides a statement about the fulfilment or non-fulfilment of each condition of a development approval currently in force. It also includes details on the fulfilment of any infrastructure agreement and details of any prosecution or proceedings for a development offence of which council is aware.  
(Provided within 30 business days)

### **Other Planning & Development Searches**

- **Request for written advice regarding a development approval:** This is a customised search request where you can ask for planning related information and questions such as:
  - Information when purchasing a premises or leasing a tenancy, including advice on the approved uses for the site
  - Specific information relating to development approval, including copies of the approval and plans
  - Confirmation of payment of infrastructure charges for specific developments
  - Specific advice on Infrastructure Charges that will apply to a proposed development, including credit arrangements and offsets for 'trunk' infrastructure provision.(Provided within 10 business days)
  
- **Request for written advice in relation to existing use rights**  
Searches requesting confirmation of existing use rights are to be accompanied by a submission, for Council's review, detailing the known land use history of the site and available evidence of such. This information will be used to correlate with Council's records  
(Provided within 20 business days)
  
- **Extracts of development files pre-dating 1998**
  
- **Development Compliance Check**  
Review of a development proposal to confirm either compliance with the planning scheme and/or compliance with a related development approval. A written report will be provided identifying any areas of compliance, non-compliance and whether any Council approval/s are required.

#### 4. Environmental Health Property Search

Please allow a minimum of ten (10) business days for the return of an Environmental Health Property search.

- **Environmental Health Property Search (inspection and report)**

The search includes an inspection of the premises by an Environmental Health Officer and the issue of the report to the current vendor and the purchaser. This search requires the consent of the licensee/vendor. This option is recommended for all premises currently licenced with Council, such as licensed food premises.

- **Environmental Health Property Search (no inspection)**

This search is for licence status/registration records of Environmental Health approvals on the requested property. A physical inspection of the premises will not be performed by Council in preparing this information.

#### **GYMPIE REGIONAL COUNCIL PROPERTY SEARCH DISCLAIMER**

Note 1: The information and/or material provided in any requested search is given without acceptance of responsibility for its accuracy. Gympie Regional Council (and its officers, servants and agents) contract and agree to supply the information only on that basis. Neither the Council nor any officer, servant or agent of the Council shall be liable for any loss or damage incurred or suffered by any person relying on such information in any circumstances whatsoever whether in contract or in tort (including as a consequence of negligence or otherwise).

It should be carefully noted that the land and improvements, if any, have not been inspected by Council for the purpose of supplying such information and consequently, such information is given on that understanding. Any person or his agent seeking to verify such information may inspect personally such of Council's records as are of a public nature on payment of the prescribed fee.

Note 2: The responsibility for the eradication of noxious plants and clearance of long grass, weeds and undergrowth from any land passes to any purchaser thereof. If Council exercises its powers in respect of any such eradication or clearance, all costs so incurred may become an immediate charge upon the land concerned.

Note 3: If water supply is metered then the intending purchaser of the property should inspect such meter as Council, as a matter of policy, does not check or read water meters for the purposes of property transfers. Water, sewerage and cleansing rates apply respectively from the date they became available and (if applicable) will be back-charged to such date on the next rate notice.