

Applicant Details:		
Solicitor / Applicant name:		
Postal address:		
Suburb:	State:	Postcode:
Preferred contact person:	Phone:	
Email:		
Search Reference:	Search return method: <input type="checkbox"/> Email <input type="checkbox"/> Pickup	

Property Details:	
Property address:	
Real property description/s: (Please list ALL lot/plans being purchased)	
Additional Information required for searches involving property purchase:	
Vendor:	
Purchaser:	
Purchaser address at settlement:	
Settlement date:	Search required by date:
Property use: <input type="checkbox"/> Vacant Land <input type="checkbox"/> Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Other (please specify):	

Payment Options & Disclaimer:	
Credit Card <input type="checkbox"/>	Please email the completed search request to Rates.Searches@gympie.qld.gov.au On receipt of the search request, Council will call the Applicant named above to arrange payment over the phone.
In person <input type="checkbox"/>	8:30am – 4:30pm Monday to Friday (excluding public holidays). 2 Caledonian Hill GYMPIE or 26 Bligh Street KILKIVAN
Checked By (incl. Page 2):	Date: Fee Payable: T Receipt No:
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.	

1. Rates, Property & Water Searches: (please allow a minimum of seven (7) business days for the return of these searches)			
Note: Fees are charged per assessment number. Ensure all additional information fields above are complete. In the absence of a Rates or Property search, an Ownership Transfer Fee of \$155.00 will be included on the next half-yearly rates notice.			
<input type="checkbox"/>	Land Record Search - (not for conveyancing purposes) NOTE: adjoining owner/s of requested property free of charge	\$29.00	T2
<input type="checkbox"/>	Rates Only Search - rating and water information only (includes \$155.00 ownership transfer fee)	\$192.00	3
<input type="checkbox"/>	Property Search – rates & property search including plan (includes \$155.00 ownership transfer fee)	\$303.00	3
<input type="checkbox"/>	Fast Track Service (incl. \$7.91 GST) (1 business day response to either of the above searches)	\$87.00	T206
<input type="checkbox"/>	Special Water Meter Reading (price per meter)	\$86.00	T20
<input type="checkbox"/>	Urgent Special Water Meter Reading (1 business day response) (price per meter)	\$125.00	T20

For further information about these services, *including turnaround times*, please refer to Council's Property Search Information document (CSI360).

Building & Plumbing Searches, Planning & Development Certificates & Searches, and Environmental Health Services Searches can be selected on the following pages.

2. Building & Plumbing Searches: (please allow a minimum of ten (10) business days for the return of these searches)		
<i>Note: Where Council is instructed to cancel a search request, or where no records are found, an administration fee of \$130.00 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.</i>		
Owner's consent NOT required for the following searches: (Provided in electronic format only)		
<input type="checkbox"/> Copy of Certificate of Classification (per certificate) Note: full fee retained where no records found	\$155.00	T306
<input type="checkbox"/> Inspection to issue Certificate of Classification (per certificate) *Outsourced - POA. Fee to prepare quote	*\$600.00	T306
<input type="checkbox"/> Copy of House Drainage Plan *If no Drainage plan available, fee is non-refundable. Note: Charge only applies where electronic copy of plan is not available on Council's computer system.	*\$60.00	T306
Form 19 Request for Building Information (Development Information)		
<input type="checkbox"/> Part A - Standard items A1, A2, A3, B2, B4, B10, B13 only (incl maps)	\$130.00	T306
<input type="checkbox"/> Part A - Custom selection from A, B, C, D & F only (incl maps) Note: *min fee-quote based on time	*\$275.00	T306
<input type="checkbox"/> Part A - Item E only – refer to Planning Search "Development Compliance Check" at nominated fee		
<input type="checkbox"/> Part B - Item G only – refer to Residential Building & Plumbing Plans only Search	\$210.00	T306
<input type="checkbox"/> Part C - Item H only – refer Residential Building & Plumbing Searches at nominated fee		
Owner's consent IS required for the following searches: (Provided in electronic format only)		
Residential (Class 1 & 10) Building & Plumbing Searches		
<input type="checkbox"/> Full Building & Plumbing search with plans (up to 3 approvals) (\$90.00 for each additional approval)	\$415.00	T306
<input type="checkbox"/> Limited Building & Plumbing search without plans (up to 3 approvals) (\$50.00 for each additional approval)	\$285.00	T306
<input type="checkbox"/> Plans only Building & Plumbing (up to 3 approvals) (\$70.00 for each additional approval)	\$210.00	T306
<input type="checkbox"/> Copy of Final Inspection Certificate (Form 21, Statement of Inspection) or associated Inspection reports (Form 16 etc.) (each or subsequent copy) Note: full fee retained where no records found	\$125.00	T306
<input type="checkbox"/> Viewing Residential Building/Plumbing file (Council's Channon Street Office)	\$60.00	T306
<input type="checkbox"/> Fast Track Service – at time of original search request (no upgrade or refund available) (5 full business days following request for the above Residential Searches & Certificate of Classification only)	\$195.00	T306
<input type="checkbox"/> Building & Plumbing Compliance Report with site inspection (incl. \$156.36 GST)	\$1,720.00	T306
<input type="checkbox"/> Building Compliance Report with site inspection (incl. \$109.09 GST)	\$1,200.00	T306
Commercial (Class 2-9) Building & Plumbing Searches		
<input type="checkbox"/> Limited Building & Plumbing search without plans (up to 3 approvals) (\$155.00 for each additional approval)	\$610.00	T306
<input type="checkbox"/> Plans only Building & Plumbing (up to 3 approvals) (\$170.00 for each additional approval)	\$675.00	T306
<input type="checkbox"/> Quote fee Building Compliance Report (incl. \$54.55 GST) *All commercial compliance inspections outsourced to Private Certifier – fee to be quoted	*\$600.00	T306
Miscellaneous Building & Plumbing Searches		
<input type="checkbox"/> Copy of Hydraulic Drawings (Class 2-9) A1 to A3	\$155.00	T306
<input type="checkbox"/> Inspection/Advice on building related matters (Residential or Commercial) (incl. \$32.73 GST) *Minimum fee \$360, additional hours charged at \$360.00/hour. (Building Certifier to quote fee)	\$360.00	T314

Pool Certificates & Compliance		
<input type="checkbox"/>	Pool Safety Certificate (Form 23) (incl. \$67.27 GST)	\$740.00 T314
<input type="checkbox"/>	Annual Pool Safety Certificate (if Council issued Form 23 within 18 months) (incl. \$36.36 GST)	\$400.00 T314
<input type="checkbox"/>	Pool Fence Compliance Assessment (incl. \$47.27 GST)	\$520.00 T306

In relation to any **Building & Plumbing search requests, where owner's consent is required**, please tick **one** and **sign** below:

☐ I / We, being the owner of the above described property, wish to obtain the above building and plumbing information, or

☐ I / We, being the owner of the above described property, hereby authorise the applicant nominated on this form to obtain the above building and plumbing information, **or**

☐ Please find attached a copy of the Land Sale Contract which includes a clause giving the applicant authority to obtain the above building and plumbing information.

Name: Signed: Date:

3. Planning & Development Certificates and Searches:		
<i>Please note: Fees are charged per lot.</i>		
<i>Note: Where no records are found, an administration fee of \$136.00 may be held and the balance of the fee will be refunded.</i>		
Certificates:		
<input type="checkbox"/>	Limited Planning and Development Certificate (allow 5 business days from receipt of request)	\$341.00 T21
<input type="checkbox"/>	Standard Planning and Development Certificate (allow 10 business days from receipt of request)	\$664.00 T21
<input type="checkbox"/>	Full Planning and Development Certificate – Vacant Site (allow 30 business days from receipt of request)	\$1,140.00 T21
<input type="checkbox"/>	Full Planning and Development Certificate – Built Site (up to 3 DAs) – Base Fee (allow 30 business days from receipt of request)	\$2,432.00 T21
<input type="checkbox"/>	Full Planning and Development Certificate – per additional DA file over 3 (to be quoted) (Council will contact the Applicant to advise the number of Additional DAs, if applicable)	\$254.00 T21
Other Planning & Development Searches:		
<input type="checkbox"/>	Request for written advice regarding a development approval (allow 10 business days from receipt of request) <i>Nb. Further fees may apply if extensive research is required</i>	\$459.00 T342
<input type="checkbox"/>	Request for written advice in relation to existing use rights Please provide land use history, as noted on Property Search Information document (CSI360) (allow 20 business days from receipt of request) <i>Nb. Further fees may apply if extensive research is required.</i>	\$852.00 T342
<input type="checkbox"/>	Extracts of development files pre-dating 1998	\$329.00 T342
<input type="checkbox"/>	Development Compliance Check (Single Class 1a, Class 10). (allow 10 business days from receipt of request)	\$364.00 T343
<input type="checkbox"/>	Development Compliance Check (Multiple Class 1a, Class 1b, Class 2-9). (allow 10 business days from receipt of request)	\$723.00 T343

4. Environmental Health Searches:		
<input type="checkbox"/>	Environmental Health Full Property Search (includes records search, inspection and written report (allow minimum 10 business days from receipt of request)	\$693.00 T39
<input type="checkbox"/>	Environmental Health Property Search (current status of licence/registration records only (no inspection))	\$158.00 T39

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