



### Applicant Details:

Applicants Full Name:				
Address:				
Locality / Suburb:			State:	Postcode:
Contact Numbers:	Mobile:		Landline:	
Email Address:				
Your reference number:			Date:	
Property Location:				
Property Description:			Settlement Date:	

### Vendor Details:

Vendor Name:				
Company / Association:				
Address:				
Locality / Suburb:			State:	Postcode:
Contact Numbers:	Mobile:		Landline:	
Email Address:				

### Purchaser 1 Details:

Purchaser Name 1:				
Address:				
Locality / Suburb:			State:	Postcode:
Contact Numbers:	Mobile:		Landline:	
Email Address:				

### Purchaser 2 Details:

Purchaser Name 1:				
Address:				
Locality / Suburb:			State:	Postcode:
Contact Numbers:	Mobile:		Landline:	
Email Address:				



### Privacy Statement

The information collected in this form will be used by Council for lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the Right to Information Act 2009) or as required by Queensland State Government. The information collected may be retained as required by the *Public Records Act 2002*.

### RATES AND PROPERTY SEARCHES: (See Councils Rating Officer)

- Full Rate Search**  
**FEE \$133.00**  
Please allow a MINIMUM of 7 working days for return of searches.  
Owners Name and Address, Property Description, Area, Valuation, Rating Details, Water Meter Details and Outstanding Charges
- Fast Track – 2 Days Services – (See Councils Rating Officer)**  
**FEE \$35.00**  
Available when ordering Rate Searches
- Special Water Meter Reading**  
**FEE \$67.00**  
Readings are carried out once per week. One week's notice is required

### HEALTH SEARCH: (See Councils Environmental Health Officer)

- Health Records Search**  
**FEE \$239.00**  
Health records search only for licensing/registration and transfer information.
- Premise Inspection**  
**FEE \$239.00**  
Includes an inspection of the premises and report on the current status of the premises. This option is recommended for all premises licensed pursuant to Local Laws, Health or Environmental Regulations.
- Special Water Meter Reading**  
**FEE \$67.00**  
Readings are carried out once per week. One week's notice is required

### PLANNING / DEVELOPMENT SEARCHES: (See Councils Support Services Officer)

- Limited Planning Certificate**  
**FEE \$311.00**
- Standard Planning Certificate**  
**FEE \$518.00**
- Full Planning Certificate – (+ Inspection costs)**  
**FEE \$1,553.00**
- Building Records Search or retrieval of information from Building File**  
**FEE \$137.00 per search**

Please note: Fees are renewed annually so new fees may apply from 1st July each year