

Property Search Form 2025-2026

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to obtain property related information. This request takes a minimum of five business days to process. Fees are current as at 1 July 2025 with some searches including a GST component. Please note, the current Licensee or Environmental Authority Holder must complete the form and give consent for the information to be released for all Invasive Plant Searches and Health and Environment Searches.



P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Customer Details

Applicant name:

Full postal address:

Preferred email address:

Phone number:

Mobile number:

Solicitor reference:

Settlement date:

Debtor number:

I give permission for a Council representative to make contact for payment: Yes No

Property Details

Legal description of property/ies: *(including all Lot and Plans)*

Property location:

Rates and Water Searches

Financial Rates Search – No water details:

Standard (\$133.00)

Urgent/Assessment (\$186.00)

Onsite Water Meter Read (\$123.00 per property) – Date of onsite water meter read:

Please note: Search days are Tuesday, Wednesday and Thursday only.

Property Owner Details Request (\$30.00) – Is the Applicant the adjoining Property Owner? Yes No

Planning and Development Certificates

Limited Planning Certificate (\$199.00/lot)

Standard Planning Certificate (\$999.00/lot)

Full Planning Certificate (\$2,573.00/lot)

Building and Plumbing Searches

Building and Plumbing Record Search – Residential (\$140/property, \$70.00 Re-issue/property)

Building and Plumbing Record Search – Commercial (\$255.00/property, \$127.50 Re-issue/property)

Certificate of Occupancy for Existing Buildings (\$129.00/certificate)

Please note: A copy of this current certificate is included with Building and Plumbing Record Search

Swimming Pool Safety Certificate – includes State Government fee for certificate (\$533.00 (inc GST))

Building Plan Retrieval Request – Domestic (\$83.00/each)

Please note: ID or Authorisation is required for Sensitive Building Plans (for example, Banks etc)

Building Plan Retrieval Request – Commercial (\$138.00/each)

Please note: ID or Authorisation is required for Sensitive Building Plans (for example, Banks etc)

Engineering and Civil Operations – Road and Flood Searches

Road and Drainage, Resumption or Realignment Details (\$43.00/property)

Flood Search (\$127.00/request)

Plans/Other

Sanitary Drainage Plan (SDP) or As Constructed Hydraulic Plan (Commercial SDP) (\$41.00)

Please note: Copy of plan is included with Building and Plumbing Record Search.

Convert Sanitary Drainage Plan to AutoCAD (\$153.00)

Please note: This service is converting existing Sanitary Drainage plans to AutoCAD plans.

Water/Sewer/Stormwater Services Plan – Council assets (\$41.00 (GST))

Please note: Copy of plan is included with Building and Plumbing Record Search.

Invasive Plant Searches (The current Licensee or Environmental Authority Holder must complete the form and give consent for the information to be released)

Invasive Plant Records Search (\$57.00/each (GST))

Invasive Plant Property Inspection (\$96.00/hour (GST))

Vehicle Inspection for Invasive Weed Seeds (\$90.00/hour (GST))

Please note: Charge includes first hour only, if inspection goes over one-hour, additional charges may be incurred.

Health and Environment Searches (The current Licensee or Environmental Authority Holder must complete the form and give consent for the information to be released)

Activity/Facility Records Search – no inspection report (\$124.00/application)

Activity/Facility Search and Inspection – includes inspection report (\$385.00/application)

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

Written permission (email or letter is sufficient) from the current Licensee or Environmental Authority Holder giving consent for the information to be released (required for all Invasive Plant Searches and Health and Environment Searches).

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

Financial Rates Search Definitions

It is the responsibility of the person requesting a Financial Rates Search to consider if the property is impacted by any of the clauses outlined on this page.

Settlement Payout Figures must be requested in writing three (3) days prior to settlement to ensure any arrears on interest, legal fees or other are considered.

Pay out figures will only be provided for a period of 90 days from the date of issue of this search. For figures beyond this period, a new Financial Rates Search will be required.

Water Information

It is strongly suggested that you obtain an Onsite Water Meter Read when involved in the sale of a property whether it be a residential, industrial or a commercial property. An Onsite Water Meter Read can be requested on Council's Property Search Form, available on our website (www.rockhamptonregion.qld.gov.au). An Onsite Water Meter Read provides the actual water consumption for financial year up to specific date requested and includes any outstanding charges and interest as at date of issue.

Government EML Levy

Is a State Government charge that applies to all properties for the purposes of providing assistance in times of floods, cyclones, storms as well as fire and accidents.

Rural Fire Services Levy

Is a special charge levied on rateable land within the respective Rural Fire Brigade districts for the purpose of raising funds for each Brigade. Funds collected are for the purpose of contributing to the operational costs of firefighting and where appropriate the purchase of equipment.

Subdivider Information

Developer Concession

Is applied to the relevant rating category for landholders undertaking development opportunities (as per section 50 and 51 of the *Land Valuation Act 2010* (Qld)) and has been issued on

a reduced valuation, 60% of the unimproved value of the land. If this parcel is from a newly registered plan, the valuation will be effective from the date of plan registration. Valuation will increase and supplementary general rates will be raised to 100% when a transfer of ownership has occurred, a valuation advice is received from the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development or a building final has been completed.

Bulk Assessed

The property is presently included with other land and this is shown in the description. The rates information and valuation provided in this search are for the whole property. A separate valuation for the property/lot being purchased will be issued by the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development. A notice will then be issued to the new owner for the rates applicable on their lot from the date of effect of the new valuation.

No Valuation

Differential general rates will issue on this property, along with a road network charge and service charges (if applicable), when a valuation has been issued by the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development. A Supplementary Notice will be issued to the new owner of this property as per Council records at that time. These charges will take effect from the date of effect of the new valuation.

Exempt/Non-Rateable

The property is currently rates exempt, differential general rate, road network charge and service charges (if applicable) will issue when a valuation has been issued by the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development. These rates will be calculated from the date of effect of the new valuation (Settlement date).

Valuation for Multiple Lots

The current valuation relates to multiple lots that were previously rated together. When a new valuation has been issued by the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development, a Supplementary Notice will be issued to the new owner of this property as per Council records at that time. These charges will take effect from the date of effect of the new valuation.

Special Charges

Mount Morgan Sewerage Scheme Special Charge

This property has been identified in the Mount Morgan Sewerage Scheme Stage 2 for connection to a Council sewer. Once the property is sold, Council will require the purchaser to connect to the Mount Morgan Sewerage Scheme Stage 2 in accordance with section 168 of the *Water Supply (Safety and Reliability) Act 2008* with timing as determined by clause 5.2 of [Council's Requirement to Connect to Sewerage Infrastructure Policy](#). A one-off infrastructure contribution charge of \$2,100.00 will be payable at the time of connection. A notification letter will be posted to the purchaser following change of ownership.

General Rates and Charges Information

General Rates and Charges will be issued on a half yearly basis.

Notice of sale of land must be lodged within 30 days from date of settlement with the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development.

General Rating Categories

For the purpose of making and levying differential general rates, Council has resolved to categorise all rateable land in its area into categories and sub-categories specified. For further clarification please see Council's Budget, specifically the Revenue Statement.

Pensioner Rebates

Will only be allowed on a pro-rata basis to the date of sale on all current levies and the rates account will be adjusted to reflect actual rebate to this date only. In the event the rebate is not calculated on a pro-rata basis on settlement, advice reflecting the full rates from the date of sale will be sent to the purchaser. If the purchaser/s is/are pension concession cardholder/s, [Council's Pensioner Concession for Rates Form](#) will need to be completed after settlement.

Automatic Payments

Automatic Payments (Direct Debit/Bpay) may apply to this assessment and should be considered in final settlement figures.

All interest will accrue at the rate of 12.35% P.A. (current rate for 2024/2025). Compound interest is calculated daily until all outstanding amounts are paid.

The Financial Rates Search certificate reflects the status of Council records at the time the search was requested.

The Financial Rates Search certificate does not include information regarding the classification/status of this site (property location) under the *Contaminated Land Act 1991*. The Department of the Environment, Tourism, Science and Innovation (Contaminated Land Unit) must be contacted for information.

Please inform your clients that if they have changed their mailing address since the signing of the contract, to refer them to contact the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development by phoning 13 74 68 and Council on 07 4932 9000 to ensure their service address is correct from date of possession.

Remission of Rates

A Council Remission of Rates may be granted to the current owner if they are a non-profit/charitable organisation. This rates remission will cease from the date of sale and the new owner, if eligible, will need to apply to Council in writing.

Outstanding Public Health Orders relating to Clandestine Laboratories issued under the Public Health Act 2005 in relation to the property

Notification will only occur where remedial actions have not been undertaken and verified. Any previous order complied with will not form part of

Property Search Information

Rates and Water Searches (2 – 5 business days)

Urgent/Standard Financial Rates Search

Full rates financial information including any arrears and outstanding interest.

Onsite Water Meter Reading

Is requested for a specific date. The search provides details of current water usage charges and outstanding balances (if any). These readings are taken on a Tuesday, Wednesday or Thursday.

Some of the Region's properties are not on reticulated water and we recommend you verify this prior to submitting your request by calling 07 4932 9000.

Property Owners Details Request (2 business days)

Provides property owner details under section 155 of the *Local Government Regulation 2012* for a property existing within the Region. Details provided include the property owner/s name and postal address only.

Planning and Development Certificates

(5 – 30 business days depending on search type)

The provision relating to **Planning and Development Certificates** is outlined in section 265 of the *Planning Act 2016*. It is recommended that any prospective purchaser or future owner contact Council's Duty Planner to discuss possible land use requirements for this property.

the Financial Rates Search. Contact Council's Health and Environment Unit on 07 4932 9000 for more details.

Billers Codes Rates – 115956 Water – 115964
****Reference number – assessment number with no dash****

Building and Plumbing Searches (7 business days)

Building and Plumbing Record Searches

Provide details on permits issued, whether a final inspection has occurred for the permit and any building and plumbing requisitions applying to the property. This search does not include copies of building plans.

This search includes a copy of the Sanitary House Drainage Plan (if available), Council Services Plan (water/sewer/stormwater) and Certificate of Classification (if available).

Certificate of Classification for Existing Buildings (copy of current certificate)

Will be provided by Council (included with Building and Plumbing Record Searches).

Swimming Pool Safety Certificate (5 business days)

Provides confirmation that pool/spa complies with legislation commencing 1 December 2010. Fee includes one inspection only; additional charges will apply if re-inspection is required.

Building Plan Retrieval/Viewing (up to 10 business days)

This is requested to obtain or view a copy of plans related to a specific property. Fees include copy charges and are charged on a per property basis. Fees must be paid prior to any documentation being emailed, posted or viewed.

Domestic plans can take up to 5 business days.

Commercial plans can take up to 10 business days.

Engineering and Civil Operations – Road and Flood Searches (7 business days)

Road and Drainage, Resumption or Realignment Details

Provides current road and drainage, resumption or realignment details. Please be aware that this search does not include identification of existing easements – see official title deed at the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development.

Flood Search

Provides theoretical historical data on Fitzroy River flooding. Information provided for flood searches has been obtained from Council records and/or Rockhampton Flood Management Study and indicates the flood level at or near the property of request. In order to calculate the actual depth of flooding, it will be necessary for the ground level of the property to be determined by your licensed surveyor.

Plans/Others (7 business days)

Sanitary Drainage Plan (SDP) or As Constructed Hydraulic Plan (Commercial SDP)

Outlines the house drainage for a property. Please note this plan is included with the Building and Plumbing Record Search.

Convert Sanitary Drainage Plan to AutoCAD

Converts existing Sanitary Drainage Plans to AutoCAD plans.

Water/Sewer/Stormwater Services Plan

Outlines Council water, sewer and stormwater infrastructure. Please note this plan is included with the Building and Plumbing Record Search.

Invasive Plant Searches (7 business days)

Invasive Plant Records Search

Provides details of last pest weed status (does not include an inspection).

Invasive Plant Property Inspection

Provides a full inspection of the property for declared weeds.

Vehicle Inspection for Invasive Weed Seeds

Provides a visual inspection of a vehicle, trailer or machinery to detect declared weeds. Customer is provided a written report.

Health and Environment Searches (7 business days)

Activity/Facility Records Search (no inspection report)

Provides current licence details and status only (does not include an inspection).

Activity/Facility Search and Inspection (includes inspection report)

Provides current licence details, status and a full inspection report.

Refunds

If a search request is cancelled after the receipt of payment but before completion, only 50% of the fee will be refunded.

Disclaimer

This factsheet is provided by Council for information purposes only. This factsheet may be subsequently amended. Council does not warrant or represent that the information in this factsheet is accurate, reliable, complete or current or that it is suitable for particular purposes. Council makes no statements, representations, or warranties about the factsheet and its content and suitability and you should not rely on any information contained in this factsheet. Rockhampton Regional Council will not be held liable under any circumstances in connection with or arising out of the use of this factsheet and the user accepts sole responsibility and risk associated with the use of this fact sheet.