

Property Search Form 2020-2021



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 2020 with some searches including a GST component. If a search request is cancelled after the receipt of payment but before completion, only 50% of the fee will be refunded.

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

Customer Details			
Applicant name:			
Contact name:			
First	Middle	Last	
Postal address:			
Preferred contact number:		Email:	
Debtor:		Reference:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan) <i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>			
Property Details			
Property address:			
Street number and name		City	State Postcode
Lot number:	Plan number:	Settlement date:	
Vendor:		Purchaser:	
Rates and Water Searches <i>(per assessment)</i>			
<input type="checkbox"/> Rates Search <i>(no GST) – No water details</i>			\$116.00
<input type="checkbox"/> Water Account Search – Onsite Read <i>(no GST) – Read date:</i>			\$102.00
Planning and Development Certificates <i>(per lot)</i>			
<input type="checkbox"/> Limited Town Planning Certificate <i>(no GST)</i>			\$153.00
<input type="checkbox"/> Standard Town Planning Certificate <i>(no GST) – 10 business days to process</i>			\$766.00
<input type="checkbox"/> Full Town Planning Certificate <i>(no GST) – 30 business days to process</i>			\$1972.00
Building/Plumbing Searches <i>(per property)</i>			
<input type="checkbox"/> Building and Plumbing Records Search – Residential <i>(no GST) – 5 business days to process</i>			\$108.00
<input type="checkbox"/> Building and Plumbing Records Search – Commercial <i>(no GST) – 5 business days to process</i>			\$195.00
<input type="checkbox"/> Certificate of Classification <i>(no GST) – 5 business days to process – All related certificates (included with Building and Plumbing Records Search)</i>			\$98.00
<input type="checkbox"/> Pool Safety Certificate Inspection <i>(no GST) – 5 business days to process – Includes State Government fee for certificate</i>			\$418.00

OFFICE USE ONLY	Date:	CSO:	CR number:
	Amount:	Receipt number:	Cert number:

Engineering and Civil Operations – Road and Flood Searches	
<input type="checkbox"/> Road and Drainage Acquisition or Realignment Details <i>(no GST)</i>	\$40.00
<input type="checkbox"/> Flood Records Search <i>(no GST) – 5 business days to process</i>	\$97.00
<input type="checkbox"/> Property Access <i>(no GST) – 5 business days to process – all RRC Regions</i>	\$50.00
<input type="checkbox"/> Stormwater Access <i>(no GST) – 5 business days to process – all RRC Regions</i>	\$50.00
Plans/Other	
<input type="checkbox"/> Sanitary Drainage Plan (SDP) <i>(no GST) – 5 business days to process – House drainage (included with Building and Plumbing Records Search)</i>	\$34.00
<input type="checkbox"/> Water/Sewer/Stormwater Services Plan <i>(GST) – Council assets (included with Building and Plumbing Records Search)</i>	\$34.00
Invasive Plant Searches <i>(if selecting Invasive Plant Property Inspection please also complete details below)</i>	
<input type="checkbox"/> Invasive Plant Record Search	\$50.00
<input type="checkbox"/> Invasive Plant Property Inspection – <i>7 business days to process</i>	\$85.00/hour
<input type="checkbox"/> Vehicle Weed Seed Inspection – <i>7 business days to process (charge includes first hour only, if inspection goes over one hour, additional charges may be incurred)</i>	\$85.00/hour
The current property owner must give consent below for the inspection and information to be released.	
Property Owners Name:	Signature:
Address:	
Health/Environment Searches <i>(if selecting a Health/Environment Search please also complete details below)</i>	
<input type="checkbox"/> Activity/Facility Search (No Inspections) <i>(no GST)</i>	\$102.00
<input type="checkbox"/> Activity/Facility Search (Inspection Report) <i>(GST)</i>	\$325.00
The current Licensee or Environmental Authority Holder must give consent below for the information to be released.	
Licensee or Environmental Authority Holder Name:	Signature:
Address:	
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.	

FACT SHEET

Property Search Information

Rates and Water Searches

Rates Search – Full rates financial information including any arrears and interest outstanding. It is recommended that any prospective purchaser or future owner contact Council's Duty Planner to discuss possible land use requirements for this property.

Water Account Search (Onsite Read) – water meter reading done on a **specific date**. This 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 by calling 07 4932 9000.

Planning and Development Certificates

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.

Building and Plumbing Searches

Building and Plumbing Search – provides details on permits issued, whether a final inspection has occurred for the permit and any building or plumbing requisitions applying to the property.

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 (copy of current certificate) – Council will provide a copy of an existing certificate of classification (included in building record search).

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

Engineering and Civil Operations – Road and Flood Searches

Road and Drainage Acquisition or Realignment Details – provides current road and drainage acquisitions or realignment details. Please be aware that this search does not include identification of existing easements – see official title deed at Department of Natural Resources and Mines.

Floor Records Search – provides theoretical and historical data on Fitzroy River flooding. Information provided for flood searches has been obtained from Council records and/or the 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.

Property Access – provides information that approval has been obtained by a previous owner.

Stormwater Access – provides information that approval has been obtained for one of the Council's two legal points of discharge.

Plans/Others

Sanitary Drainage Plan (SDP) – this plan outlines the house drainage for a property. Please note this plan is included in the Plumbing Records Search.

Water/Sewer/Stormwater Services Plan – this plan outlines Council water, stormwater and sewer infrastructure. Please note this plan is included in the Plumbing Record Search.

Invasive Plant Searches

Invasive Plant Record Search – provides details of last pest weed status (does not include an inspection).

Invasive Plant Property Inspection – provides a full inspection.

Vehicle Weed Seed Inspection – provides a visual inspection of a vehicle, trailer or machinery to detect declared weeds. Customer provided a written report.

FACT SHEET

Property Search Information



Health/Environment Searches

Activity/Facility Search (No Inspections) – provides current licence details and status only (does not include an inspection).

Activity/Facility Search (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.