

Property Search Form 2023-2024



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 2023 with some searches including a GST component.

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			
Street number and name:			
Suburb:		State:	Postcode:
Lot number:	Plan number:		Settlement date:
Vendor:		Purchaser:	
Rates and Water Searches			
<input type="checkbox"/> Financial Rates Records Search – 5 business days to process - No water details		No GST	\$124.00/assessment
<input type="checkbox"/> Financial Rates Records Search (Urgent) – 2 business days to process - No water details		No GST	\$174.00/assessment
<input type="checkbox"/> Special Water Meter Reading (Onsite Inspection) – Read date:		No GST	\$114.00/property
Planning and Development Certificates			
<input type="checkbox"/> Limited Planning Certificate – 5 business days to process		No GST	\$186.00/lot
<input type="checkbox"/> Standard Planning Certificate – 10 business days to process		No GST	\$933.00/lot
<input type="checkbox"/> Full Planning Certificate – 30 business days to process		No GST	\$2,402.00/lot
Building and Plumbing Searches			
<input type="checkbox"/> Building and Plumbing Record Search – Residential – 7 business days to process <i>(Sanitary drainage plan included subject to availability)</i>		No GST	\$131.00/property
<input type="checkbox"/> Re-issue Building and Plumbing Record Search – Residential – 3 business days to process		No GST	\$65.50/property <i>(50% of full fee)</i>
<input type="checkbox"/> Building and Plumbing Record Search – Commercial – 7 business days to process		No GST	\$238.00/property

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

<input type="checkbox"/> Re-issue Building and Plumbing Record Search – Commercial – 3 business days to process	No GST	\$119/property (50% of full fee)
<input type="checkbox"/> Certificate of Occupancy for Existing Buildings – 7 business days to process – Copy of current certificate (included with Building and Plumbing Record Search)	No GST	\$120.00/certificate
<input type="checkbox"/> Swimming Pool Safety Certificate Service – 5 business days to process – Includes State Government fee for certificate	GST	\$497.00
Engineering and Civil Operations – Road and Flood Searches		
<input type="checkbox"/> Road and Drainage, Resumption or Realignment Details	No GST	\$40.00/property
<input type="checkbox"/> Flood Search – 7 business days to process	No GST	\$118.00/request
Plans/Other		
<input type="checkbox"/> Sanitary Drainage Plan (SDP) or As Constructed Hydraulic Plan (Commercial SDP) – 10 business days to process	No GST	\$38.00
<input type="checkbox"/> Water/Sewer/Stormwater Services Plan – Council assets (included with Building and Plumbing Record Search)	GST	\$38.00
Invasive Plant Searches (if selecting Invasive Plant Property Inspection please also complete details below)		
<input type="checkbox"/> Invasive Plant Records Search	GST	\$55.00 each
<input type="checkbox"/> Invasive Plant Property Inspection – 7 business days to process	GST	\$92.00/hour
<input type="checkbox"/> Vehicle Inspection for Invasive Weed Seeds – 7 business days to process (charge includes first hour only, if inspection goes over one hour, additional charges may be incurred)	GST	\$87.00/hour
The current property owner must give consent below for the inspection and information to be released.		
Property owners name:	Signature:	
Street number and name:		
Suburb:	State:	Postcode:
Health and Environment Searches (please complete details below)		
<input type="checkbox"/> Activity/Facility Records Search (no inspection report)	No GST	\$115.00/application
<input type="checkbox"/> Activity/Facility Search and Inspection (includes inspection report)	No GST	\$360.00/application
The current Licensee or Environmental Authority Holder must give consent below for the information to be released.		
Licensee or environmental authority holder name:	Signature:	
Street number and name:		
Suburb:	State:	Postcode:
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

Financial Rates Records 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.

Special Water Meter Reading (Onsite Inspection) – 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 Record Searches – 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 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 Occupancy (if available).

Certificate of Occupancy for Existing Buildings (copy of current certificate) – Council will provide a copy of an existing certificate of occupancy (included with Building and Plumbing Record Search).

Swimming Pool Safety Certificate Service – 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, 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 Department of Resources.

Flood 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.

Plans/Others

Sanitary Drainage Plan (SDP) or As Constructed Hydraulic Plan (Commercial SDP) – this plan outlines the house drainage for a property. Please note this plan is included with the Building and Plumbing Record Search.

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

Invasive Plant Searches

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

Invasive Plant Property Inspection – provides a full inspection.

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

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.