



# PROPERTY SEARCH APPLICATION 2019/2020

Applicant/s Full Name & Address	Date:	
	Settlement Date:	
	Your Reference:	
	Tel No:	Fax No:
	Email:	
Vendor:		
Purchaser:		
Property Legal Description:		
Property Location:		
Business/Premises Name:		Improvements:

**Refer to back of form for detailed explanation of searches**

**Search Cost**

## FINANCE & ADMINISTRATION

Rate Search	\$170.00 _____
Rate Search - Urgent	\$220.00 _____
Special Water Meter Reading	\$70.00 _____

## PLANNING, DEVELOPMENT & ENVIRONMENT

Building Administration Search	\$145.50 _____
Building Onsite Inspection Search	\$225.50 _____
Planning - Limited Planning and Development Certificate	\$110.00 _____
Planning - Standard Planning and Development Certificate	\$315.00 _____
Planning - Full Planning and Development Certificate	\$650.00 _____
Plumbing Administration Search	\$145.50 _____
Environment Protection Search – Environmentally Relevant Activity	\$105.00 _____
Food Business Search	\$155.00 _____
Personal Appearance Services Search	\$155.00 _____
<b>TOTAL FEE</b>	<b>\$ _____</b>

### Payment

Please enclose cheque payment with application, which can be mailed to Balonne Shire Council PO Box 201  
St George Q 4487

For credit card payments, contact 07 4620 8888

### Office Use Only

<b>Date:</b>	<b>Amount:</b>	<b>Receipt No.:</b>	<b>Initials:</b>
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## 2019/2020 SEARCHES

### 1. FINANCE and ADMINISTRATION Enquiries 07 4620 8888

- a) **Rate Search** - Inspection of computer records only – allow five (5) business days from receipt of application. Urgent application within two (2) business days from receipt of application.
- Current registered owner
  - The amount of half-yearly rates outstanding or paid
  - The Department of Environment & Resource Management unimproved valuation
- b) **Special Meter Reading** – reading of water meter reading

### 2. PLANNING, DEVELOPMENT and ENVIRONMENT Enquiries 07 4620 8844

- a) **Building Administration Search (without site inspection for confirmation)** - Search of Council's administration records, dates of building approvals including any statutory notices issued, i.e. stop work, show cause, inspection etc. Allow five (5) business days from receipt of application.
- b) **Building Onsite Inspection Search** - Onsite inspection to confirm buildings on parcel. Allow five (5) business days from receipt of application.
- c) **Planning - Limited Planning and Development Certificate** – Description of any Planning Scheme provisions applying specifically to the premises, description of any designations and a statement of the amount of any infrastructure charge for the premises that has not been paid. Allow five (5) business days from receipt of application.
- d) **Planning - Standard Planning and Development Certificate** – As (c) above, plus copies of any current decision notice or negotiated decision notice, details of any compliance permits/certificates, details of any changes to any development approval, copy of any judgement or order of the court, copy of any agreement to which the Local Government or a concurrence agency is a party about a condition of the development approval, copy of any infrastructure agreement applying to the premises to which the Local Government is a party, a description of each proposed amendment of a Planning Scheme. Allow ten (10) business days from receipt of application.
- e) **Planning - Full Planning and Development Certificate** - As (d) above, plus a statement regarding the fulfilment or non-fulfilment of each condition of a current development approval, details of any infrastructure agreements and unfulfilled obligations under any agreement, details of any securities and required payments being received, advice of any prosecutions or proceedings for a prosecution for a development offence which council may be aware. Allow thirty (30) business days from receipt of application.
- f) **Plumbing Administration Search** - Search of Council's plumbing records only and includes dates of final clearance and outstanding notices, includes a drainage plan. Council may issue notices as a result of this search. This search will not reveal any non-compliant or unapproved plumbing works. Allow five (5) business days from receipt of application.
- g) **Environment Protection Search** - Search of Council's administration records, dates of building approvals including any statutory notices issued. Search includes an onsite compliance inspection. Allow ten (10) business days from receipt of application.
- h) **Flammable and Combustible Liquids Storage Search** - Search of Council's administration records, dates of building approvals including any statutory notices issued. Search includes an onsite compliance inspection. Allow ten (10) business days from receipt of application.
- i) **Food Business Search** - Search of Council's administration records, dates of building approvals including any statutory notices issued. Search includes an onsite compliance inspection. Allow ten (10) business days from receipt of application.
- j) **Personal Appearance Services Search** - Search of Council's administration records, dates of building approvals including any statutory notices issued. Search includes an onsite compliance inspection. Allow ten (10) business days from receipt of application.
- Search enquiries regarding vegetation covenants (i.e. Title search) direct to the Department of Environment and Resource Management – Tel 137 468.
  - The Queensland *Vegetation Management Act 1999* also protects native vegetation on freehold land. To identify the status of the property's vegetation under this Act contact the Department of Environment and Resource Management – Tel 137 468.
  - Search enquiries regarding contaminated lands direct to the Department of Environment and Resource Management – Tel 137 468.

#### DISCLAIMER:

- Council accepts no liability for intending purchasers failing to request appropriate searches.
- Council does not represent or warrant that all information in a search is adequate.

**PRIVACY** – Any personal information provided by the applicant on this form will be used for the purpose of administering your search request and to ensure we are able to remain in contact with you. Council are authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is dealt with in accordance with Council's privacy policy available on Council's website [www.balonne.qld.gov.au](http://www.balonne.qld.gov.au).