

Property Search Application 2025/2026

Applicant/s Full Name and Address:	Date:
	Settlement Date:
	Your Reference:
	Phone:
	Email:
Vendor:	
Purchaser:	
Property Legal Description:	
Property Location:	
Business/Premises Name:	

*** Please tick all searches required, one form per property***

Finance and Administration		
Rates Search <i>(allow up to 5 business days)</i>	\$225.00	☐
Rates Search – Urgent <i>(allow up to 2 business days)</i>	\$280.00	☐
Special Water Meter Reading	\$90.00	☐
Planning and Development		
Building Administration Search <i>(allow up to 5 business days)</i>	\$184.00	☐
Planning – Limited Planning and Development Certificate <i>(allow up to 5 business days)</i>	\$139.00	☐
Planning – Standard Planning and Development Certificate <i>(allow up to 10 business days)</i>	\$398.00	☐
Planning – Full Planning and Development Certificate <i>(allow up to 10 business days)</i>	\$820.00	☐
Activity Food Business Search <i>(allow up to 10 business days)</i>	\$196.00	☐
Personal Appearance Services Search <i>(allow up to 10 business days)</i>	\$196.00	☐
Total Fee	\$	

Payment

Please enclose cheque payment with application, which can be mailed to Council. Card payments can be made over the phone by contacting Council on 07 4620 8888.

Office Use Only			
Date:	Fee/s Paid:	Receipt No.:	Receipting Officer:

Outlined Details of Searches

1. Finance and Administration

- a. **Rate Search** - Inspection of electronic 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 meters reading

2. Planning and Development

- 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. **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.
- g. **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 Notice:

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 is 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.