

## Application For Property Information

### Applicant Details

Title: Mr  Mrs  Ms  Miss

Given name(s)  Surname

Company name

Postal address

Suburb  Postcode

Phone  (W)  (H)  Fax

Mobile  Email Address

Applicant Signature  Date

### Real Property Description

Address

Suburb  Postcode

Lot and Plan Number

### Search Return

Solicitor/Client reference number  Settlement date

### Payment Authority

Payment By:  Account  Credit Card Charge Amount: \$

If paying by credit card, please provide a current contact number. A customer service representative will contact you for payment via credit card over the phone.

Phone Number:

Return Search by  Post  Email  To be collected

Item 1 - Property Search <input type="checkbox"/> \$173.50 <i>(refer to PAGE 2 for Property Search inclusions)</i>
Item 2 - Ownership Search. This is free of charge
Item 3 - Rates Statement. This is free of charge and only provided to the owner or agent acting for vendor
Item 4 - Special Water Meter Read <input type="checkbox"/> \$117.00
Item 5 - Limited Planning & Development Certificate <input type="checkbox"/> \$250.00
Item 6 - Standard Planning & Development Certificate <input type="checkbox"/> \$1625.00
Item 7 - Full Planning & Development Certificate <input type="checkbox"/> \$3250.00
Item 8 - Plumbing Inspections & Reports a) Single Dwelling <input type="checkbox"/> \$465.00 b) Multiple Dwelling (first unit) <input type="checkbox"/> \$465.00 <i>(\$162.00 for each additional unit)</i> c) Commercial (min. fee first 2 hours) <input type="checkbox"/> \$465.00 <i>(\$162.00 for each additional hour)</i>
Item 9 - Plumbing & Drainage Records Search a) Residential Dwelling <input type="checkbox"/> \$162.00 b) Multi-dwelling/Commercial tenancy - <i>price on application</i>
Please refer to link below for the following applications:- <ul style="list-style-type: none"><li>• Certificate of classification for a commercial property</li><li>• Final certificate for residential property</li><li>• Search of council records for a residential property</li><li>• Search of council records for a commercial property</li></ul> <a href="#">Building Documents &amp; Searches - Townsville City Council</a>

## Application Information

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### General Information

Council will only accept search requests submitted using this application form. Applications can be submitted via post, email, in person or lodged online via Townsville Online Products and Services (TOPS).  
[townsville.qld.gov.au/payments-rates-and-permits/online-reports-and-searches](http://townsville.qld.gov.au/payments-rates-and-permits/online-reports-and-searches)

Applications will only be processed upon receipt of payment unless you have an account with Council. Please note that a credit card processing fee of 0.5% applies to payments made by Visa or Master Card. Exemptions may apply.

Applications are unable to be cancelled once processed.

#### **Item 1 – Property Search**

Council recommends this search when purchasing a dwelling or vacant land. A Property Search includes the following information:-

- Ownership details
- Property address and real property description including area of property
- Rateable Valuation information
- Rates and water levies including any arrears, interest and concessions
- Property Zoning information
- Flood Report
- Stormtide Report
- All Services Plan
- Environmental Permits & Licences
- Trade Waste Approvals
- Planning & Development Requisitions
- Heritage Information

Should a special water meter read be required, please select item 4 on the application form. Please note there is an additional charge for this service.

Items 5 to 9 can be ordered in conjunction with a Property Search or as an individual application. Please note the additional charges for these services.

### Individual Searches

#### **Item 2 – Ownership Search**

- Provides name and postal address details
- Property address and real property description

#### **Item 3 – Rates Statement**

- Provides current rates position including rates levied, arrears, interest and concessions to the owner or an agent acting for the vendor.

#### **Item 4 – Special Water Meter Reading**

- Provides current water meter read, water meter number and date of read

### Approved Plans, Reports and Certificates

#### **Item 5 – Limited Planning & Development Certificate**

Please refer to the *Planning Regulation 2017 Schedule 23* for full details of information provided

#### **Item 6 – Standard Planning & Development Certificate**

Please refer to the *Planning Regulation 2017 Schedule 23* for full details of information provided

**Item 7 – Full Planning & Development Certificate** Please refer to the *Planning Regulation 2017 Schedule 23* for full details of information provided

#### **Item 8 – Plumbing Inspections and Reports**

- Includes site inspection by Council officer with full report provided to customer

#### **Item 9 – Plumbing and Drainage Records Search**

- Includes complete search of all Council plumbing and drainage records with full details provided to customer

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For more information contact council on



13 48 10



PO Box 1268, Townsville QLD 4810



Email: [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)