

## Application For Property Information

### Applicant Details

Given Name(s)  Surname

Company Name

Postal Address

Suburb  Postcode

Phone  (W)  (M)  (H)

Email:

Applicant Signature  Date

### Real Property Description

Address

Suburb  Postcode

Lot and Plan Number

### Payment Authority

If paying by credit card, please provide a contact name and number. A Customer Experience Representative will contact you for payment via telephone.

Payment By:  Account  Credit Card

Charge Amount:  \$

Contact:

### Search Return

Reference Number  Settlement Date

Delivery Method:  
 Email  Post  To be collected

Item 1 -	<input type="checkbox"/> Full Rate & Property Search <i>(refer to PAGE 2 for Property Search inclusions)</i>	\$177.00
Item 2 -	<input type="checkbox"/> Ownership Search	\$0.00
Item 3 -	<input type="checkbox"/> Statement of Rating Position <i>(only provided to the owner or agent acting for vendor)</i>	\$0.00
Item 4 -	<input type="checkbox"/> Special Water Meter Reading	\$119.50
Item 5 -	<input type="checkbox"/> Limited Planning & Development Certificate	\$254.00
Item 6 -	<input type="checkbox"/> Standard Planning & Development Certificate	\$1651.00
Item 7 -	<input type="checkbox"/> Full Planning & Development Certificate	\$3302.00
Item 8 -	<b>Plumbing &amp; Drainage Inspections &amp; Reports</b>	
	<input type="checkbox"/> a) Single Dwelling	\$474.50
	<input type="checkbox"/> b) Multiple dwelling (first unit) <i>(\$165.00 for each additional unit)</i>	\$474.50
	<input type="checkbox"/> c) Commercial (min. fee first 2 hours) - <i>(\$165.00 for each additional hour)</i>	\$474.50
Item 9 -	<b>Plumbing &amp; Drainage Report</b>	
	<input type="checkbox"/> a) Residential Dwelling	\$165.00
	<input type="checkbox"/> b) Multi-dwelling/commercial tenancy	POA
Item 10 -	<a href="#">Plumbing &amp; Drainage Records Search</a>	
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</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](https://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/refunded once completed.

### Item 1 – Full Rate & 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 property area
- Rateable valuation information
- Rates and water levies including any arrears, interest charges and concessions
- Property zoning information
- Flood report
- Storm tide report
- All services plan
- Environmental permits & licenses
- 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 – Statement of Rating Position

- 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 reading, water meter number and date of reading

### Approved Plans, Reports and Certificates

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

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

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

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

#### Item 7 – Full Planning & Development Certificate

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

#### Item 8 – Plumbing Inspections and Reports

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

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

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