

OBTAINING COUNCIL RECORDS

Also known as property searches, record searches, town planning certificates, planning and development certificates, and due diligence searches, these searches can be helpful if you are looking to buy, sell, renovate, or develop a property in Townsville. Property searches are commonly requested when buying or renovating a property.

Council may hold copies of building and planning files for properties in Townsville, and you can order a copy of Council's records to find out more information about a property. You can request several search types depending on the information you are seeking. Some searches are free of charge, while others require a fee payment. Each search type listed below provides different information, and you may need to request multiple searches to be fully informed about a property.

Please note that Council cannot guarantee the availability of all records and plans, particularly for older properties or State and Federal government-owned properties.

Property information available for no charge on the website

The following information is available through Townsville Maps (See for more information [TownsvilleMAPS](#) Mapping Service - Townsville City Council):

- Zones
- Overlays
- Infrastructure maps (e.g., water and sewer)
- Flood maps
- Historical aerial photographs
- Real property information (lot on plan)

The following information is available through [ePlanning](#):

- Most development applications since 2009
- Planning rules for properties (what developments are allowed in which localities under the planning scheme)
- The current and most recently superseded planning schemes.

Ownership search

This report includes name and postal address details, the property address, and the real property description. It is free of charge.

Rates statement

This report provides the current rates position for the property, including rates levied, arrears, interest, and concessions granted to the owner or a vendor's agent. It is free of charge and will only be provided to the property owner or an agent acting on behalf of the vendor.

Property information available which incur a fee

Standard property search report

This report provides property information, such as rates, property zoning, precinct and overlay details, trade waste information, and infrastructure details. Council recommends conducting this search when purchasing a property.

Building and planning record searches – 10

Business days

Council maintains copies of building and planning records for most properties in Townsville, which can be useful if you are looking to buy, sell or renovate a property. Please note that this search does not include plumbing records for the property.

Plumbing and drainage records search report

This service involves a search of Council's plumbing and drainage records.



Full Rate & Property Search –

Council recommends conducting a Property Search when purchasing a property. This search includes details such as:

- Ownership information
- Property Address and Real Property Description
- Rateable Valuation Information
- Rates and Water Levies
- Property Zoning Information
- Flood Report
- Storm Tide Report
- Services Site Plan
- Environmental Permits and Licenses
- Trade Waste Approvals
- Planning and Development Requisitions
- Heritage Information.

Limited planning and development certificate – 5 business days

The certificate provides a summary of the relevant planning scheme provisions, any approved variations, state planning instruments, and recorded infrastructure charges for the premises. Additionally, the certificate describes any designations that apply to the premises.

Standard planning and development certificate – 10 business days

In addition to the information contained in a limited certificate regarding the premises, the standard planning and development certificate includes:

- A copy of every decision notice or negotiated decision notice in effect for the premises
- Details for any changes to a development approval
- Details of any approval given to extend the currency period
- A copy of every current deemed approval notice
- A copy of any compliance certificate in effect at the time, including any changes to the certificate
- Details of any approval or refusal under the LGP&E Act
- Details of any exemption certificates
- A copy of any judgement or order of the Planning and Environment Court or a tribunal about a development approval or a condition included in a compliance certificate
- A copy of any agreement to which the local government is a party
- A copy of any infrastructure agreement
- A description of each amendment proposed to the planning scheme
- A description of a planning scheme that is proposed to replace the local government's existing planning scheme
- A copy of each master plan, decision or negotiated decision, Planning and Environment Court order or building and development committee.

Full planning and development

certificate - 30 business days

In addition to the Limited and Standard information above, a full certificate includes:

- A statement about the fulfilment or non-fulfilment of each condition that applies to a relevant approval
- For any infrastructure agreements with the local government, details of any obligations that have not been fulfilled, and details of any security payments, either paid or unpaid
- Details of any prosecutions, or proceedings for a prosecution, under the Act, the old Act, or the repealed IPA that the government is aware of.

Easements and covenants

Easements and covenants are registered on the Certificate of Title and/or Survey Plan for each property and are not held by Council. You can [order a search online](#), by phone 1300 255 750 or 13 QGOV (13 74 68) or by emailing titlesinfo@dnrme.qld.gov.au. Fees apply.

Right to information - 25 Business Days

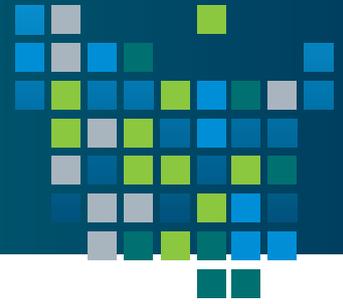
Townsville City Council collects and retains personal and general information pertaining to the region, properties, services, projects, community interests, libraries, and animals. Council strives to make its information easily accessible to the public and is dedicated to transparency and openness by making as much corporate information publicly available as possible. If the information that a person is looking for is not available through the regular channels or search mechanisms, they can submit a Right to Information (RTI) or Information Privacy (IP) application. For more information, please refer to Council's [Right to Information webpage](#).

Show cause and Enforcement notice search

Contact Council to request

Building Envelop Plans

Contact Council to request



Frequently asked questions

How to apply

You can request a property search via [Council's website](#). To submit a request for a planning and development certificate please visit the above link.

Payment of fees

Many of the above search types will incur a cost recovery charge from Council. The Schedule of Fees and Charges [Building and Planning Records](#) and [Planning and Development](#)

Why did I not get a Certificate of Classification (CoC)?

Prior to 1 July 1975 CoCs were not issued and therefore are not available for older properties. For buildings and development constructed since 1975, if the certification was never finalised, Council does not contain CoC records, landowners can apply for a retrospective approval but will need to contact Council.

DISCLAIMER: The contents of this information sheet have been prepared to assist in the understanding of Planning and Development in Townsville. The information sheet is an outline only.

For more information please contact Planning and Development: ☎ 13 48 10 ✉ enquiries@townsville.qld.gov.au 🌐 townsville.qld.gov.au