

PROPERTY SEARCH FORM 2025-2026

Privacy Notice: Council deals with your personal information in accordance with laws including the *Information Privacy Act 2009*

This form is to be completed when a customer wishes to obtain property related information. This request takes a minimum of five business days to process. Fees are current as at 1 July 2025 with some searches including a GST component.

CUSTOMER DETAILS:

Applicant Name:

Contact Person:

Your Reference:

Postal Address:

Preferred contact number:

Email:

Preferred delivery method ☐ Email ☐ Post ☐ Collect – (Biloela, Moura, Taroom)

Email is the standard form of delivery. If this method is unsuitable, please select an alternative.

PROPERTY DETAILS:

Street number and name:

Town:

State:

Postcode:

Lot/Plan:

Proposed Settlement Date:

Vendor:

Purchaser:

RATES AND WATER SEARCHES: *(per assessment)*

<input type="checkbox"/> Short Rates Search <i>(no GST) – Financial Details only – up to 3 business days to process</i>	\$102.00
<input type="checkbox"/> Full Rates Search <i>(no GST) – includes Water Meter Reading – up to 10 business days to process</i>	\$222.00
<input type="checkbox"/> Urgent Full Search <i>(no GST) – up to 3 business days to process</i>	\$304.00
<input type="checkbox"/> Phone/Counter Search <i>(no GST) – Ownership details only</i>	\$33.50
<input type="checkbox"/> Water Meter Reading <i>(no GST) - Rates Search only - up to 10 business days to process</i>	\$111.00

WATER AND SEWER SEARCHES:

<input type="checkbox"/> Water Meter Re-Read – <i>(no GST) (per meter) - up to 10 business days to process</i>	\$191.00
<input type="checkbox"/> Water Flow/Pressure Test - <i>(no GST) - up to 10 business days to process</i>	\$230.00
<input type="checkbox"/> Water and Sewer Location Search (map showing sewer mains & manhole locations from Council's mapping system <i>(no GST) - up to 10 business days to process</i>	\$40.00
<input type="checkbox"/> Technical Sewerage Location Search <i>(no GST) - up to 10 business days to process</i>	\$240.00

PLANNING AND DEVELOPMENT CERTIFICATES: *(per lot)*

<input type="checkbox"/> Limited Town Planning Certificate <i>(no GST) – 5 business days to process</i>	\$302.00
<input type="checkbox"/> Standard Town Planning Certificate <i>(no GST) – 10 business days to process</i>	\$504.00
<input type="checkbox"/> Full Town Planning Certificate <i>(no GST) – 30 business days to process</i>	\$1,755.00

BUILDING SEARCHES: *NB: HISTORICAL BUILDING DATA PRE-1997 HAS BEEN ARCHIVED AND COUNCIL CANNOT PROVIDE THIS INFORMATION*

<input type="checkbox"/> Building Records Search – Standard <i>(no GST) – 10 business days to process</i>	\$213.00
<input type="checkbox"/> Building Records Search – Within 48 Hours <i>(no GST)</i>	\$462.00
<input type="checkbox"/> Building Compliance Site Inspection <i>(no GST) – 10 business days to process</i>	\$403.00
<input type="checkbox"/> Certificate of Classification - <i>(no GST) – including one inspection</i>	POA
<input type="checkbox"/> Copy of Floor Plans ONLY	\$44.00

PLUMBING SEARCHES:

<input type="checkbox"/> Plumbing Records Search – Standard <i>(no GST) – 10 business days to process</i>	\$213.00
<input type="checkbox"/> Plumbing Records Search – Within 48 Hours <i>(no GST)</i>	\$462.00
<input type="checkbox"/> House or Commercial Drainage Plan – <i>(no GST) 10 business days to process (included with Plumbing Records Search)</i>	\$34.00

HEALTH / ENVIRONMENT SEARCHES:

<input type="checkbox"/> Health Records Search – Standard <i>(no GST) – 10 business days to process</i>	\$178.50
<input type="checkbox"/> Health Records Search – Within 48 Hours <i>(no GST)</i>	\$363.00
<input type="checkbox"/> Full Compliance Search – <i>(no GST) includes inspection - 10 business days to process</i>	\$614.00

The current Licensee or Environmental Authority Holder must give consent below for the information to be released.

Licensee or Environmental Authority Holder

Name:

Address:

Signature:

<input type="checkbox"/> Rural Lands Records Search – Standard <i>(no GST) – 10 business days to process</i>	\$90.00
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PAYMENT INFORMATION:

IN PERSON | You can pay at Council's Customer Service Centers: 62 Valentine Plains Road, Biloela; Gillespie Street, Moura; Yaldwyn Street, Taroom.

BY PHONE | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

PLEASE READ:

The information requested by you will be extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications will not be able to rely upon the information supplied for the purposes of determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Council (and its Officers and Agents) contract to supply information on this basis. Further information on the limits of the information supplied will be included in the information supplied.

PRIVACY COLLECTION NOTICE: The personal information gathered by Council on this form is for the purpose of providing search request information and will not be used for another purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

OFFICE USE ONLY

Total:

Receipt No:

Date / /

FACT SHEET

Property Search Information Fact Sheet

Rates and Water Searches

Rates Search –

Short Rate Search – Property details, rate position for the current financial year and rates and charges information.

Full Rate Search – Property details, rate position for the current financial year, water meter readings, water, sewerage and/or septic connections information, rates and charges information, registrations/licenses required, outstanding requisitions and notices, zoning/preferred land use under Town Planning Scheme, building information, re-alignments, resumption, easements/service lines and if the property is identified within the Qld Floodplain Assessment Overlay. Rural properties will also receive the information provided in the Rural Lands Records Search detailed below.

Urgent Rate Search – Same information as a Full Rate Search, completed within 3 working days of payment.

Phone/Counter Search – Name and contact details of property owner.

Water Meter Reading – Property details, water meter readings and water and sewerage connection information.

Water and Sewer Searches

Water Meter Re-Reading – A council officer will physically re-read the water meter located on the property. This fee is refundable if six monthly read is incorrect.

Water & Sewer Location Search – see plans description below.

Technical Water & Sewer Location Search – A Council Officer will locate approximate depth & alignment of Sewer & Water Main onsite.

Planning and Development Certificates

The provision relating to **Planning and Development Certificates** is outlined in section 265 of the *Planning Act 2016*. It is recommended that any prospective purchaser or future owner contact Council's planning department to discuss possible land use requirements for this property.

Plans

Sanitary Drainage Plan – This outlines the house drainage for a property. Please note this plan is included in the Plumbing Records Search.

Water & Sewer Services Plan – This plan outlines Council's Water and Sewer Infrastructure from Council's mapping system. **Please note these plans are to be used as a guide only and pothole testing should be used when excavating around the areas of any Council Infrastructure.

Building and Plumbing Searches

Building and Plumbing Search – provides details and copies of permits and final certificates issued including certificate of classification.

Certificate of Classification – Council will provide a copy of an existing certificate of classification (included in building record search).

Pool Safety Certificate Inspection – provides confirmation that pool/spa complies with legislation which commenced 1 December 2010. Fee includes one inspection only; if re-inspection is required additional charges will apply.

Health and Environment Searches

Health Compliance Search – may take up to 10 clear working days to complete. Compliance searches will not be conducted until payment for service is received.

Environmental Activities – The following are defined as environmental activities under the *Environmental Protection Act 1994*.

Asphalt manufacture, Boat maintenance or repair, Metal forming (ie panel beating, construction of steel tanks) > 10,000 t/year, Metal recovery (ie scrap metal yard, wreckers), Plastic product manufacture > 5t/year, Surface coating (ie anodizing, enameling, electroplating, galvanizing) 1-100t of surface coating material/year.

Food Premises includes any premises, mobile operation or vehicle where the following are performed:

Café, Cafeterias, Cannery, Canteens, Caterer's Premises, Clubs, Coffee lounges, Cordial or softdrink factory, Drink/Milk Bars, Delicatessens, Fruit Shops, Hotels, Kiosks, Mobile food vendors, Motels, Provision stores, Restaurants, Sandwich shops, Snack bars, Take-aways, Tuckshops.

Skin penetration includes any premises, mobile operation or vehicle where the following are performed:

Body piercing; Tattooing; Scaring or cutting; Implanting hair, beads or the likes.

Shared facility accommodation includes accommodation provided for holiday makers or travelers on the basis of residents sharing 1 or more of the following: dormitories, toilets, bathrooms, laundries, or dining, cooking or recreation facilities. Shared facility accommodation does not include: a hotel/motel, public housing, hospital/nursing home, residential college or boarding house, religious institution, community title scheme, or private home with no more than 3 boarders.

Other business types include, but is not limited to, businesses or premises which are associated with Footpath dining, Advertising signs, Public health risks.

Rural Lands Records Search – searches Council's records for the existence of any orders issued under the *Biosecurity Act 2014*, the *Stock Route Management Act 2002* or the former *Land Protection (Pest & Stock Route Management) Act 2002* which affects the property listed.