

Council Search Application

Fees 1 July 2026 to 30 June 2027
(or until changed by resolution)

Applicant Details

Date		Your Reference	
Applicant's Name			
Applicant's Address			
Phone			
Email	The completed search will be emailed to nominated address.		

Prospective Purchaser's Details (Please note this is a compulsory condition for lodging a search application)

Full Name/s			
Current email and postal address of prospective purchaser			

Description of Land

Lot		Plan	
Where there is more than one parcel and these are commonly valued together with other parcels, please detail all parcels below. Planning, engineering, building and health search information will only be provided in respect of one parcel being the parcel nominated above.			
Other lots where rates data sought			
Improvements on Land			
Settlement Date	Vendor's Name		

Is the vendor's permission to enter property attached? ☐ Yes

* (Owner's written permission and phone must be provided where search requires entry on property - health site and swimming pool safety inspections)

Tick appropriate box below

☐ Financial Rating Information Search (Includes rates, arrears, property valuation and land area) \$114
☐ Urgent Financial Rating Information Search (Includes rates, arrears, property valuation and land area) \$218
☐ Full Property Search (Includes rates, building records, engineering, planning, health info) \$502
☐ Urgent Full Property Search (Includes rates, building records, engineering, planning, health info) \$699
☐ Health Site Inspection * \$463
☐ Health Site Re-inspection * \$310
☐ Health Info Only \$44
☐ Health Urgent Fee Additional (Health or building) \$168
Planning Certificate ☐ Ltd \$390 ☐ Standard \$6,448 ☐ Full \$18,051
☐ Form 19 \$459
☐ Any other information please specify (this may attract an additional charge) GST does not apply to any charge

Office Use Only

Amount: \$	Receipt No/s:	Date:
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Privacy: Council is collecting your personal information in order to process your request. The information will only be accessed by Council for Council-business related activities. Your information is handled in accordance with the Information Privacy Act 2009 and will not be given to other persons or agencies unless you have given permission or we are required by law.

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Property Searches

Financial Rating Information	up to 7 working days	\$114[^]
Information on rates levied, arrears, interest, details of the rateable property value and area of property.		
Urgent Financial Rating Information	2-3 working days	\$218[^]

[^]Non-refundable if the search application is incorrectly made.

Full Property Search	7-10 working days	\$502[*]
Information on rates, building records, engineering, planning and health information. Any additional information required may attract an additional fee (at cost) - this is dependent upon the research and time required.		

Urgent Property Search	2-3 working days	\$699[*]
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^{*}Charge retained by Council from fee paid if search application is incorrectly made \$116

Planning/Building/Health Fees

Limited Certificate	Allow 5 working days	\$390
Standard Certificate	Allow 10 working days	\$6,448
Full Certificate	Allow 30 working days	\$18,051
Health Site Inspection	Licensed premises	\$463
Health Site Re-inspection	Licensed premises	\$310
Urgent Health Search	Additional	\$168
Health Search	Per parcel	\$44
Form 19		\$459

Conditions

- If the application form is not completed correctly, the application will not be processed. Completion includes payment of the relevant fee/s.
- Applications submitted after 11.00 am will not be processed until the following working day. Working days do not include weekends, public holidays or the Christmas/ New Year close down period from 24 December 2026 to 4 January 2027 (inclusive).
- Please choose the search with the timeframe appropriate to your needs. Whilst every effort will be made to dispatch your request within the timeframes given, staff availability and volume of requests may not make this possible and verbal information will not be given.

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 accurate or complete.