

Council Search Application
Fees 1 July 2025 to 30 June 2026
(or until changed by resolution)

Search results may contain disclaimers as to the accuracy and content of the information provided.

Fees for inspection of Council's land record pursuant to the *Local Government Act 2009* in respect of each parcel of land or rate assessment (whichever is the lesser in number) in respect of the rates and local laws schedules refer overleaf) and in respect of one nominated parcel for the planning, building, health and environment and engineering schedules (including zoning, flooding, drainage and access information).

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? <input type="checkbox"/> Yes <small>* (Owner's written permission and phone must be provided where search requires entry on property - health site and swimming pool safety inspections)</small>			
Tick appropriate box below			
<input type="checkbox"/> Full Property Search (Includes rates, building records, engineering, planning, health info) \$478			
<input type="checkbox"/> Urgent Property Search (Includes rates, building records, engineering, planning, health info) \$666			
<input type="checkbox"/> Health Site Inspection * \$441			
<input type="checkbox"/> Health Site Re-inspection * \$295			
<input type="checkbox"/> Health Info Only \$42			
<input type="checkbox"/> Health Urgent Fee Additional (Health or building) \$160			
Planning Certificate	<input type="checkbox"/> Ltd \$371	<input type="checkbox"/> Standard \$6,141	<input type="checkbox"/> Full \$17,191
<input type="checkbox"/> Form 19 \$437			
<input type="checkbox"/> Any other information please specify (this may attract an additional charge) <i>GST does not apply to any charge</i>			
Office Use Only			
Amount:	Receipt No/s:	Date:	

Important Information

- The timeframes quoted in this pro forma commence from the date that your request and fee are received.
- Please choose the search with the timeframe appropriate to your needs. Whilst every effort will be made to dispatch your request well within the timeframes given, staff availability and volume of requests may not make this possible and verbal information will not be given.
- The personal information collected on this form is required for the purpose of providing a property search response and providing information to prospective property purchasers. The collection of this information is authorised by the *Local Government Act 2009*. It is the practice of the Council to not disclose information to other parties except as required/authorised by law.

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Property Searches

Full Property Search 7-10 working days **\$478**
Supply in writing of information on rates, building records, engineering, planning and health information. Any additional information required may attract an additional fee (at cost) - this is dependent on research required.

Urgent Property Search 2-3 working days **\$666**
Supply in writing of information of full property search.

Charge retained by Council from fee paid in respect of search incorrectly made **\$110**

Please note: Working days do not include weekends, public holidays or the Christmas/ New Year close down period from 24 December 2025 to 29 December 2025 (inclusive).

Planning/Building/Health Fees

Limited Certificate	Allow 5 working days	\$371
Standard Certificate	Allow 10 working days	\$6,141
Full Certificate	Allow 30 working days	\$17,191
Health Site Inspection	Licensed premises	\$441
Health Site Re-inspection	Licensed premises	\$295
Urgent Health Search	Additional	\$160
Health Search	Per parcel	\$42
Form 19		\$437