

APPLICANT'S DETAILS		Office Use Only
Name:		
Reference Number:		
Address		
Suburb:	Postcode:	
Phone:	Fax:	
Mobile:	ABN:	
Email:		

The applicant authorises Ipswich City Council to provide updated rates and property search certificate information to the following:

--

PROPERTY DETAILS	
Lot and Plan:	
Property Address:	
Purchaser's Name:	Vendor's Name:

SEARCHES REQUIRED
Please place an 'X' in the relevant box/es to select the search required.

Rates and Flood Information		
Rates Only	Urgent not available	<input type="checkbox"/> \$95.00 (5w/d)
Flood Level Requests (AFRL and Q20) – where applicable	Urgent not available	<input type="checkbox"/> \$130.00 (5w/d)

Limited and Standard Planning and Development Property Search Certificates		
Limited Planning and Development Property Search Certificate	<input type="checkbox"/> \$550.00 Urgent (2w/d)	<input type="checkbox"/> \$350.00 (5w/d)
Standard Planning and Development Property Search Certificate	<input type="checkbox"/> \$1,170.00 Urgent (5w/d)	<input type="checkbox"/> \$870.00 (10w/d)

Full Planning and Development Property Search Certificates		
Market value of property is up to \$500,000.00 Full Planning and Development Property Search Certificate	<input type="checkbox"/> \$2,725.00 Urgent (10w/d)	<input type="checkbox"/> \$1,680.00 (30w/d)
Market value of property is greater than \$500,000.00 and up to \$1,000,000.00 Full Planning and Development Property Search Certificate	<input type="checkbox"/> \$5,075.00 Urgent (10w/d)	<input type="checkbox"/> \$3,050.00 (30w/d)
Market value of property is greater than \$1,000,000.00 Full Planning and Development Property Search Certificate	<input type="checkbox"/> \$8,975.00 Urgent (10w/d)	<input type="checkbox"/> \$5,675.00 (30w/d)

BUILDING AND PLUMBING SEARCHES		
Building and Plumbing Records Search Residential	<input type="checkbox"/> \$350.00 Urgent (2w/d)	<input type="checkbox"/> \$225.00 (5w/d)
Building and Plumbing Records Search Commercial <i>Note: an additional \$125.00 per hour will be charged if work exceeds 3 hours</i>		<input type="checkbox"/> \$435.00 (5w/d)
Full House Plan – Residential (includes building plan, drainage plan and soil report if available)		<input type="checkbox"/> \$175.00 (5w/d) #
Building Plan – Commercial (building plans of structures on property) <i>Note: additional fees may be required as per current photocopying costs</i>		<input type="checkbox"/> \$48.00 (5w/d) #
Building Location Envelope Plans		<input type="checkbox"/> \$48.00 (5w/d) #
Sewerage Plan – Residential (internal sewerage plan of dwelling only) <i>(for as constructed sewerage plans, please contact Queensland Urban Utilities – Phone 13 26 57)</i>		<input type="checkbox"/> \$48.00 (5w/d) #
Drainage Plan – Commercial <i>Note: additional fees may be required as per current photocopying costs</i>		<input type="checkbox"/> \$48.00 (5w/d) #
House Plan (existing building plans of dwelling only)		<input type="checkbox"/> \$48.00 (5w/d) #
Soil Report Only (existing dwelling)		<input type="checkbox"/> \$48.00 (5w/d) #
Site Plan Only (existing dwelling)		<input type="checkbox"/> \$48.00 (5w/d) #
Final Certificate/Certificate of Occupancy – Residential Only		<input type="checkbox"/> \$48.00 (5w/d) #
Decision Notices/Building Approvals Please specify the type of notice/approval required: _____ <i>Note: additional fees may be required as per current photocopying costs</i>		<input type="checkbox"/> \$48.00 (5w/d) #
File Certificates Please specify the type of certificate/approval required: _____ <i>Note: additional fees may be required as per current photocopying costs</i>		<input type="checkbox"/> \$48.00 (5w/d) #
Certificate of Classification – Commercial Only <i>(per certificate - no refunds available)</i>		<input type="checkbox"/> \$185.00 (5w/d)

NOTES		
For itemised information supplied within these searches refer to: <a href="http://ipswich.qld.gov.au/online_services/property_and_rates_search">ipswich.qld.gov.au/online_services/property_and_rates_search</a>		
GST – # indicates 10% GST included in the fee or charge where applicable. Price list effective 1 July 2016.		
Photocopier charges – copying of additional documents (per page)	Black and White Copies	Colour Copies
	A4 \$1.40 #   A3 \$1.60 #	A4 \$5.00 #   A3 \$6.00 #

PAYMENT OPTIONS	
Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Card	
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Card Security Code: <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder's Name:	
Cardholder's Signature:	
Amount Authorised:	\$

**LODGEMENT** Please lodge your completed application form to:

In person:	Post to:	Email:
Ipswich City Council Customer Service Centre 143 Brisbane Street Cnr Ipswich City Mall, Ipswich	Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au

**CONDITIONS****Urgent Certificates**

Best endeavours will be made to deliver urgent certificates within the timeframes detailed herein. Complex certificates may not be able to be completed within urgent timeframes and in this instance, the difference in fess will be refunded to the applicant.

**General**

- The Certificate/Search Fees listed on this form are the minimum fees. Council reserves the right to charge a higher fee for more complex certificates or searches. Fees are intended to cover the cost of officer's time undertaken to research Council's records. Refunds will not be issued where no details are available from Council's records.
- If the application form is not fully completed correctly, the application will not be processed and will be returned to the applicant. Completion includes payment of the relevant fee/s.
- Applications submitted after 11.00 am will not be processed until the following working day (the number of working days allocated to process each search application will start from this date).
- All certificates/searches will be returned by email.
- If the property is not registered with Council as at the date of application the search will be conducted on the parent lot.
- Updated rating information will only be available verbally for 4 weeks from date of application.
- Building and Plumbing Searches - Fees for first sheet (A4 or A3 size), each sheet thereafter at current photocopy costs.
- For further details about prices listed on this form, please refer to Ipswich City Council 2016-2017 Fees and Charges.

**Disclaimer**

- The information supplied on the requested search will be extracted from Council's records in response to your request. Council's records do not necessarily reflect the actual state of the property or 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 on the information supplied for the purposes of determining whether any particular facts or circumstances exist and Council expressly disclaims any invitation to place that reliance on the information. Persons must obtain their own advice on such matters. Council and its officers and agents contract to supply information only on this basis.
- You acknowledge that there may be included, in or with the information supplied in response to your request, additional disclaimers or limits on the information supplied. You agree to accept the information supplied subject to those additional disclaimers and limits.
- To the fullest extent allowed by law:
  - Neither Council nor any of its officers, employees or agents will be liable for any inaccuracies or errors in, or omissions from, the information supplied in response to this request.
  - Council does not warrant anything about the reliability, accuracy or completeness of the information supplied in response to this request.
  - Council and its officers, employees or agents will not be liable for any claims in respectof any loss arising out of or in connection with the use of any information supplied.