


| <b>APPLICANT DETAILS</b> (must be completed)   |                   |                   |                          |                            |                     |
|--|-------------------|-------------------|--------------------------|----------------------------|---------------------|
| Name   |                   |                   |                          |                            |                     |
| Postal Address   |                   |                   |                          |                            |                     |
| Suburb   |                   | State/Territory   |                          | Postcode                   |                     |
| Phone Number   |                   | Email             |                          |                            |                     |
| ABN  |                   | Reference Number  |                          |                            |                     |
| Purchaser's Name   |                   |                   |                          |                            |                     |
| Vendor's Name  |                   |                   |                          |                            |                     |
| The applicant authorises Ipswich City Council (council) to provide updated rates and property search certificate information to the following person/s:          |                   |                   |                          |                            |                     |
|  |                   |                   |                          |                            |                     |
| <b>PROPERTY DETAILS</b>  |                   |                   |                          |                            |                     |
| Type of Premises (Commercial/Residential)  |                   |                   |                          |                            |                     |
| Real Property Description (Lot and Plan)   |                   |                   |                          |                            |                     |
| Property Address   |                   |                   |                          |                            |                     |
| Suburb   |                   | State/Territory   |                          | Postcode                   |                     |
| <b>PLANNING AND DEVELOPMENT CERTIFICATE/S REQUIRED</b>   |                   |                   |                          |                            |                     |
| Please tick the relevant box/es to select the search required.   |                   |                   |                          |                            |                     |
| <b>Note:</b> Price on application for Certificates involving multiple lots. Rates Only Certificate information included.   |                   |                   |                          |                            |                     |
| <b>Note:</b> Does not include development approvals issued under the <i>Economic Development Act 2012</i> .  |                   |                   |                          |                            |                     |
| Limited Planning and Development Property Search Certificate   |                   |                   |                          | <input type="checkbox"/>   | \$496.00 (5 w/d)    |
| Standard Planning and Development Property Search Certificate  |                   |                   |                          | <input type="checkbox"/>   | \$1,490.00 (10 w/d) |
| <b>Full Planning and Development Property Search Certificate</b>   |                   |                   |                          |                            |                     |
| Market value of property is up to \$500,000.00   |                   |                   |                          | <input type="checkbox"/>   | \$4,333.00 (30 w/d) |
| Market value of property is between \$500,000.00 and \$1,000,000.00  |                   |                   |                          | <input type="checkbox"/>   | \$5,580.00 (30 w/d) |
| Market value of property is greater than \$1,000,000.00  |                   |                   |                          | <input type="checkbox"/>   | \$7,930.00 (30 w/d) |
| <b>DEVELOPMENT COMPLIANCE CERTIFICATE/S REQUIRED</b>   |                   |                   |                          |                            |                     |
| Please add relevant application numbers and tick the relevant box/es to select the search required. <b>Note:</b> refer to general notes for conditions included. |                   |                   |                          |                            |                     |
| Type 1 Development   | Application no./s |                   | <input type="checkbox"/> | \$1,180.00 per application |                     |
| Type 2 Development   | Application no./s |                   | <input type="checkbox"/> | \$1,760.00 per application |                     |
| Type 3 Development or Combined Applications  |                   | Application no./s |                          | <input type="checkbox"/>   | by quote            |

| SEARCHES REQUIRED <small>Please tick the relevant box/es to select the search required.</small>                                |  |   |  |
|--|--|---|--|
| Building Location Envelope Plan  |  | <input type="checkbox"/> \$76.00 (10 w/d)   |  |
|  |  |   |  |
| OTHER  |  |   |  |
| Search other than listed above (including development documentation not available online)                                      |  | <input type="checkbox"/> By quote # (per approval)                                  |  |
|  |  |   |  |
| PAYMENT OPTIONS  |  |   |  |
| For fees and charges please refer to <a href="https://ipswich.qld.gov.au/feesandcharges">ipswich.qld.gov.au/feesandcharges</a> |  |   |  |
| Credit card type   | <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard  |   |  |
| Card number  | <input type="text"/>   | <input type="text"/>  | <input type="text"/>   |
| Expiry date  | <input type="text"/> / <input type="text"/>  | Card security code  | <input type="text"/>   |
| Cardholder name  |  |   |  |
| Cardholder signature   |  |   |  |
| Amount authorised  | \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> |   |  |
| Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Card  |  |   |  |
| LODGEMENT  |  |   |  |
| In person:   |  | Post to:  | Email:   |
| Ground Floor<br>1 Nicholas Street<br>Ipswich QLD 4305  | Or scan the<br>QR code for<br>all in person<br>locations   |  | Ipswich City Council<br>PO Box 191<br>IPSWICH QLD 4305                     |
|  |  |   | <a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a> |

| OFFICE USE ONLY              |   |                |  |
|------------------------------|---|----------------|--|
| Prepayment allocation number |   | Amount paid    | \$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> |
| Date paid                    | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Receipt number |  |

## NOTES

For information supplied within these searches refer to [Property and Rates Search](#)

GST - # indicates 10% GST included in the fee or charge where applicable. Price list effective 1 July 2025.

Photocopier Charges – copying of additional documents (per page).  
Black and white copies: A4 \$1.20 / A3 \$1.70. Colour copies: A4 \$2.20 / A3 \$3.20

## CONDITIONS

### 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 and searches or where the information is requested to be provided via means other than electronically. Fees are intended to cover the cost of officer's time undertaken to research council's records. A partial refund will be considered 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.
- Hard copy documents will be subject to council's photocopying charges and postage and handling services.
- If the property is not registered with council as at the date of application the search will be conducted on the parent lot.
- For further details about prices listed on this form, please refer to council's Register of Fees and Charges 2025-2026.
- A lot is any parcel of land that can be sold separately. However, where a building physically spans two allotments, this will be treated as one lot.
- If the initial search request is to view documents and the applicant subsequently wishes to purchase any document/s, the relevant search fee will apply.
- Applications for Development Compliance Certificates will be accepted only from the original developer, builder or development owner within 24 months of completion of the development. If the development is not compliant at the time of inspection a Compliance Certificate will not be issued and a refund or partial refund will not be applicable. A Development Compliance Certificate does not include all details provided in a Full Planning and Development Certificate.
- Refer to council's Schedule of Fees and Charges (Development Planning Application Fees - Schedule of Uses – Material Change of Use) for definition of Type 1, Type 2 and Type 3 Development.
- Updated rating information will only be available verbally for six weeks from date of application.

### 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 respect of any loss arising out of or in connection with the use of any information supplied.

Ipswich City Council is collecting your personal information for the purpose of fulfilling its functions, responsibilities and activities. Please see council's [Privacy Statement](#) and [Personal Information Digest](#) for further information about how we manage personal information, to whom personal information could be disclosed and the laws that authorise or require the collection of personal information by the council. Generally, we do not disclose your personal information outside of council unless we are required by law to do so or you have given your consent. By completing and signing this form and returning it to council, we will consider that you have given us your consent to manage your personal information in the manner described in council's Privacy Statement, Information Digest and this collection notice.

Last reviewed June 2025