

APPLICANT DETAILS				Office Use Only	
Name					
Reference number					
Postal address					
Suburb					
State/Territory		Postcode			
Contact number					
Email					
ABN					


The applicant authorises Ipswich City Council to provide building and plumbing record search information to the following:

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SEARCH PROPERTY DETAILS	
Type of premises	<input type="checkbox"/> Commercial <input type="checkbox"/> Residential
Lot and Plan	
Property address	
Purchaser's name	
Vendor's name	

RESIDENTIAL / DOMESTIC BUILDING AND PLUMBING SEARCHES	
BUILDING AND PLUMBING RECORDS	
Residential Building and Plumbing Records Search (List of all building and plumbing approvals on council records with date of approval of each structure and date of final certificate if issued)	<input type="checkbox"/> \$435.00 Urgent (5w/d) <input type="checkbox"/> \$279.00 (10w/d)
BUILDING AND PLUMBING PLANS	
Residential Building Approval Documentation – Single structure (Includes every document available for nominated structure/approval – e.g., application form, decision notice, engineering certification, soil report, approved plans, final certificate, and associated documentation where available). (please nominate structure required)	<input type="checkbox"/> \$209.00 (10w/d)
House Plans Only – Residential (all stamped approved plans for dwelling only – no extensions or additions to dwelling)	<input type="checkbox"/> \$65.00 (10w/d)
Internal Sewerage Plan - Residential	<input type="checkbox"/> \$65.00 (10w/d)
Site Plan Only – Residential (please nominate structure required)	<input type="checkbox"/> \$65.00 (10w/d)
Other structure plans (Single Structure) (e.g shed, carport, house extension, pool/spa) (please nominate structure required)	<input type="checkbox"/> \$65.00 (10w/d)

BUILDING CERTIFICATES AND REPORTS	
File Certificate (e.g. Final certificate, waterproofing, termite) (Please nominate structure and type of certificate required)	<input type="checkbox"/> \$65.00 (10w/d) – per certificate
Soil Report Only (Existing Dwelling)	<input type="checkbox"/> \$65.00 (10w/d)
COMMERCIAL / INDUSTRIAL BUILDING AND PLUMBING SEARCHES	
BUILDING AND PLUMBING RECORDS	
Commercial/Industrial Building and Plumbing Records Search (List of all building and plumbing approvals on council records with date of approval of each structure and date of final certificate if issued) (an additional \$156.00 per hour will be charged if work exceeds 3 hours)	<input type="checkbox"/> \$530.00 (10w/d)
BUILDING AND PLUMBING PLANS	
Commercial Building Approval Documentation – Up to 3 approvals (please nominate approvals required) (Includes every document available for nominated structures/approval – e.g., application form, decision notice, engineering certification, soil report, form 15s, form 16s, energy efficiency certificate and approved plans, final certificate where available).	<input type="checkbox"/> \$510.00 (10w/d)
Hydraulic Services Plan (Commercial)	<input type="checkbox"/> \$65.00 (10w/d)
Site Plan Only (Commercial) (Please nominate structure required)	<input type="checkbox"/> \$65.00 (10w/d)
BUILDING CERTIFICATES	
Copy of Certificate of Classification where already issued by council or Private Certifier (per certificate)	<input type="checkbox"/> \$128.00 (10w/d)
PAYMENT OPTIONS	
For fees and charges please refer to ipswich.qld.gov.au/feesandcharges	
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:
Payee name	
Payee address	
Contact name	
Phone number	Email
Cardholder's signature	
Amount authorised	\$

LODGEMENT		
In person:	Post to:	Email:
Ground Floor 1 Nicholas Street Ipswich QLD 4305	Or scan the QR code for all in person locations 	Ipswich City Council PO Box 191 IPSWICH QLD 4305 council@ipswich.qld.gov.au

NOTES		
For itemised information supplied within these searches refer to: ipswich.qld.gov.au/online_services/property_and_rates_search		
GST – # indicates 10% GST included in the fee or charge where applicable. Price list effective 1 July 2022.		
Photocopier charges – copying of additional documents (per page)	Black and white copies A4 \$1.00 # A3 \$1.50 #	Colour copies A4 \$2.00 # A3 \$3.00 #

CONDITIONS

Urgent Certificates

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

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. 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 for a building and plumbing record search.
- The Residential Building and Plumbing records search provides information in relation to approved works only. A Limited Planning and Development Certificate can advise whether council has commenced compliance or enforcement action in relation to any building works that may have been constructed without the appropriate approvals in place.
- 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 canceled, and necessary fees refunded.
- Building and Plumbing Searches provided in hard copy are subject to– 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 council's Register of Fees & Charges 2022-2023.
- 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.

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 November 2022