

APPLICANT DETAILS				Office Use Only
Name				
Reference number				
Postal address				
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/Domestic Building and Plumbing Records Search Letter (per property) (A letter listing all building and plumbing approvals on council records with date of approval of each structure and date of final certificate if issued.) Note: This search will not include any plans. This search is non-refundable.	<input type="checkbox"/> \$324.00 (10w/d)
BUILDING AND PLUMBING PLANS	
Residential Building and Plumbing Approval Documentation – Single Structure (Documents may include the application form, decision notice, engineering documentation, soil report, approved plans, draft sanitary drain as-constructed plan and final certificate where available) (Please nominate structure required. Additional structures (where available) may be obtained @ \$76.00 per structure.)	<input type="checkbox"/> \$243.00 (10w/d)
House Plans Only (Residential) (all stamped approved plans for dwelling only, includes site plan if available – no extensions or additions to dwelling) Note: This search is non-refundable	<input type="checkbox"/> \$76.00 (10w/d)
Copy of Private Sanitary Drain As-Constructed Plan (Residential House Drainage Plan) Note: This search is non-refundable	<input type="checkbox"/> \$76.00 (10w/d)
Other Structure Plans (Residential – Single Structure) (e.g shed, carport, house extension, pool/spa) (please nominate structure required) Note: This search is non-refundable	<input type="checkbox"/> \$76.00 (10w/d)

BUILDING CERTIFICATES AND REPORTS	
Age of Dwelling search Note: This search is non-refundable	<input type="checkbox"/> \$76.00 (10w/d)
File Certificate (Residential) (e.g. Final certificate, waterproofing, termite) (Please nominate structure and type of certificate required) Note: This search is non-refundable.	<input type="checkbox"/> \$76.00 (10w/d) – per certificate / document
Copy of Soil/Engineers Report (Residential – Existing Dwelling only) Note: This search is non-refundable	<input type="checkbox"/> \$76.00 (10w/d)
Residential Search other than listed above. Please provide details on the line below.	By quote (Minimum fee \$76.00)
COMMERCIAL / INDUSTRIAL BUILDING AND PLUMBING SEARCHES	
BUILDING AND PLUMBING RECORDS	
Commercial/Industrial Building and Plumbing Records Search Letter (per property) (List of all building and plumbing approvals on council records with date of approval of each structure and date of final certificate if issued) (Note: An additional \$181.00 per hour will be charged if work exceeds 3 hours. This search will not include any plans. This search is non-refundable.)	<input type="checkbox"/> \$620.00 (10w/d)
BUILDING AND PLUMBING PLANS	
Commercial/Industrial Building and Plumbing Approval Documentation – Up to 3 approvals (please nominate approvals required) (Documents may include the application form, decision notice, engineering documentation, soil report, approved plans, hydraulics plan and final certificate where available)	<input type="checkbox"/> \$600.00 (10w/d)
Hydraulic Services Plan (Commercial/Industrial) (per approval) Note: This search is non-refundable.	<input type="checkbox"/> \$76.00 (10w/d)
Site Plan Only (Commercial/Industrial) (Please nominate structure required) Note: This search is non-refundable.	<input type="checkbox"/> \$76.00 (10w/d)
Architectural Plans (Commercial/Industrial) (per approval)	<input type="checkbox"/> \$146.00 (10w/d)
Copy of Certificate of Classification/Occupancy (Commercial/Industrial) where already issued by council or Private Certifier (per certificate)	<input type="checkbox"/> \$149.00 (10w/d)
Commercial Search other than listed above. Please provide details on the line below.	By quote (Minimum fee \$76.00)
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 <input type="text"/> <input type="text"/> <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 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 2025.			
Corporate Services print and photocopying costs – 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			
<p>General</p> <ul style="list-style-type: none"> ▪ The Certificate/Search Fees listed on this form are the minimum fees. Ipswich City Council (council) reserves the right to charge a higher fee for more complex certificates and searches. Fees are intended to include the cost of officer's time undertaken to research council's records. ▪ No refunds will be provided in relation to applications for Building and Plumbing Records Search Letters. ▪ 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. ▪ Where there are no records held for all other search requests, the minimum fee shall be retained by council with the balance of the fee paid refunded. ▪ 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 current Corporate Services print and photocopying charges, and postage and handling services. ▪ For further details about prices listed on this form, please refer council's Register of Fees and Charges 2025-2026. ▪ If the initial search request is to view documents and the applicant subsequently wishes to purchase a document/s, the relevant search fee will apply. ▪ 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. <p>Disclaimer</p> <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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. 			

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Last reviewed July 2025