

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

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

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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 Property Search	Urgent not available	<input type="checkbox"/> \$113.00 (5w/d)
Flood Level Requests – Adopted Flood Regulation Line (AFRL) and Q20 flood level only – where applicable	Urgent not available	<input type="checkbox"/> \$147.00 (5w/d) #

LIMITED AND STANDARD PLANNING AND DEVELOPMENT PROPERTY SEARCH CERTIFICATES	
Note: Price on application for certificates involving multiple lots. Rates Only Certificate information included.	
Limited Planning and Development Property Search Certificate	<input type="checkbox"/> \$417.00 (5w/d)
Standard Planning and Development Property Search Certificate	<input type="checkbox"/> \$1,255.00 (10w/d)

FULL PLANNING AND DEVELOPMENT PROPERTY SEARCH CERTIFICATES	
Note: Price on application for certificates involving multiple lots. Rates Only Certificate information included.	
Market value of property is up to \$500,000.00 Full Planning and Development Property Search Certificate	<input type="checkbox"/> \$3,650.00 (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"/> \$4,690.00 (30w/d)
Market value of property is greater than \$1,000,000.00 Full Planning and Development Property Search Certificate	<input type="checkbox"/> \$6,680.00 (30w/d)

BUILDING AND PLUMBING SEARCHES			
RESIDENTIAL/DOMESTIC			
Residential Building and Plumbing Records Search	<input type="checkbox"/> \$424.00 Urgent (5w/d)	<input type="checkbox"/> \$272.00 (10w/d)	
Residential Building Approval Documentation – Single structure (please nominate structure required)		<input type="checkbox"/> \$204.00 (10w/d)	
Residential Building Approval Documentation – All approved structures		<input type="checkbox"/> \$272.00 (10w/d)	
Building Location Envelope Plan		<input type="checkbox"/> \$63.00 (10w/d)	
Internal Sewerage Plan – Residential		<input type="checkbox"/> \$63.00 (10w/d)	
COMMERCIAL/INDUSTRIAL			
Commercial/Industrial Building and Plumbing Records Search (an additional \$152.00 per hour will be charged if work exceeds 3 hours)		<input type="checkbox"/> \$515.00 (10w/d)	
Commercial Building Approval Documentation – Up to 3 approvals (please nominate approvals required)		<input type="checkbox"/> \$496.00 (10w/d)	
Commercial Building Approval Documentation – 4-10 approvals (please nominate approvals required)		<input type="checkbox"/> \$600.00 (10w/d)	
Commercial Building Approval Documentation - 10 or more approvals (please email a list to council) + photocopying charges if hard copy is required #		<input type="checkbox"/> \$590.00 (10w/d) + \$26.00 for each approval over 10 approvals	
Copy of Certificate of Classification where already issued by council or Private Certifier (per certificate)		<input type="checkbox"/> \$125.00 (10w/d)	
Hydraulic Services Plan (Commercial)		<input type="checkbox"/> \$63.00 (10w/d)	
OTHER			
Copy of building or development approval other than listed above (please nominate)		<input type="checkbox"/> By quote # (per approval)	
Request to review documents prior to purchase (refer to general notes should copies be required)			<input type="checkbox"/>
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:	□□□□ / □□□□ / □□□□ / □□□□		
Expiry date:	□□ / □□	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 2021.		
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.

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 should it be necessary to provide the information on disk or electronically. 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 council's Register of Fees & Charges 2021-2022.
- 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 (nil fee payable) and the applicant subsequently wishes to purchase a document/s, the standard search fee shall apply.
- Where an applicant has submitted a search or Planning Certificate request and then no longer requires the requested documentation council may consider a partial refund depending on the progression of the search or certificate.
- Where there are no or minimal records held for Building and plumbing Searches, the minimum fee shall be retained by council with the balance of the fee paid refunded to the payee. Minimum fee: \$63.00.

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 September 2021