


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:

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 Certificate	Urgent not available	<input type="checkbox"/> \$128.00 (5w/d)
Development Flood Property Report	Urgent not available	<input type="checkbox"/> \$176.00 (5w/d) #

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"/> <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  <a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a>
NOTES		
For itemised information supplied within these searches refer to: <a href="https://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 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		
<ul style="list-style-type: none"><li>▪ 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.</li><li>▪ 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).</li><li>▪ Hard copy documents will be subject to council's photocopying charges and postage and handling services.</li><li>▪ All certificates/searches will be returned by email.</li><li>▪ If the property is not registered with Ipswich City Council (council) as at the date of application the search will be conducted on the parent lot.</li><li>▪ Updated rating information will only be available verbally for six weeks from date of application.</li><li>▪ Rates Only Certificates are generally provided on a per lot basis. Contact council to inquire about multiple lots associated with combined assessments.</li><li>▪ Fees for Flood Level Requests are based on one application per lot. Multiple lots will require multiple applications.</li><li>▪ For further details about prices listed on this form, please refer council's Register of Fees and Charges 2025-2026.</li></ul> <p><b>Disclaimer</b></p> <ul style="list-style-type: none"><li>▪ 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.</li><li>▪ 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.</li><li>▪ To the fullest extent allowed by law:<ul style="list-style-type: none"><li>– 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</li><li>– council does not warrant anything about the reliability, accuracy or completeness of the information supplied in response to this request</li><li>– 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.</li></ul></li></ul>		

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