

SEARCH FEES & ADMINISTRATIVE CHARGES

Description of Fee, Charge, Penalty plus conditions	Unit	2025/26 Rate Including GST	GST	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
SEARCH FEES & ADMINISTRATIVE CHARGES						
Search Response						
Searches will be conducted within 10 working days unless otherwise specified. Planning and Development Certificates and planning historical information are prescribed by legislation.						
PRINTING AND PHOTOCOPYING						
A copy of the Annual Budget and Fees and Charges Schedule are available on the Council's Website. Printed copies can be obtained from Council's Customer Service. General photocopying charges apply.						
A0 size	Page	13.00	1.18			
A1 size	Page	7.50	0.68			
A2 size	Page	4.50	0.41			
A3 size	Page	2.00	0.18			
A4 size	Page	2.00	0.18			
DIRECT DEBIT DISHONOUR FEES						
Administration Fee on stop / dishonoured payments / cheques or returned direct debits (plus any PostBillpay fee) - Council wide	Transaction	14.50	0.00			
RATES, WATER NOTICES AND SEARCHES						
Search Fees: Owner - No charge	Property	NO CHARGE	NO CHARGE			
Search Fees: Adjoining Owner (limited information) - No charge	Property	NO CHARGE	NO CHARGE			
Rate Search - over the counter (limited information)	Property	23.00	0.00	Y	LGR S104	S97(2) (c)
Rate Search - Including change of ownership processing fee	Property	168.00	0.00	Y	LGR S104	S97(2) (c)
Water Meter Read Search - includes meter reading	Property	57.50	0.00	Y	LGR S101	S97(2) (c)
Copy of rate or water notice for current notice - No charge	Notice	NO CHARGE	NO CHARGE			
Copy of rate or water notice for previous notices	Notice	29.00	0.00	Y	LGR S104	S97(2) (c)
Balance Summary Listing	Assessment	29.00	0.00	Y	LGR S104	S97(2) (c)

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GEOSPATIAL PRODUCTS						
Lodgement of GIS applications direct with Council are subject to Council engaged GIS Officer. Costs will be calculated on application. Applicant must pay fee prior to Council issuing Response / Information / Maps						
NOTE: Douglas Shire Council maps and/or documents may not be wholly or partially resold or distributed without the written consent of the CEO. All products are subject to copyright and intellectual property rights.						
Electronic production / supply of geospatial data sets Including maps, aerial imagery, LIDAR Tiles & Data Sharing Agreements needs	Hour	POA	POA			
RIGHT TO INFORMATION						
Right to Information (RTI) application are determined by legislation - Refer to relevant section of Council's Website.						
RTI Application Fee	Application	As per RTI Reg	0.00	Y	RTI Reg 2009 S4	S97(2) (c)
Additional RTI fee: Personal application (Processing charge)	Each	NO CHARGE	NO CHARGE	Y	RTI Act 2009 S59	S97(2) (c)
Additional RTI fee: Non-personal application - Processing charge No charge up to 5 hours work. If greater than 5 hours work then minimum charge + each additional 15 mins applies	Each 15 mins	As per RTI Reg	0.00	Y	RTI Reg 2009 S5	S97(2) (c)
Additional RTI fee: Copies A4 page	Page	As per RTI Reg	0.00	Y	RTI Reg 2009 S6	S97(2) (c)

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BUILDING SEARCHES						
Building Records Search includes list of Building Approvals issued and/or effected and list of Outstanding Requisitions. Available to solicitors/purchasers in relation to the purchase of property. Purchasers acting on their own behalf are required to produce a copy of the contract.						
Building Plans (Single dwelling & duplex) Electronic building plans - includes first 5 pages	Each	68.00	0.00	Y	BA75	S97(2)(c)
Building Plans (Single storey multiple unit dwelling) Electronic building plans - includes first 5 pages	Each	134.50	0.00	Y	BA75	S97(2)(c)
Building Plans (Two or more storeys including supermarkets) Electronic building plans - includes first 5 pages	Each	203.00	0.00	Y	BA75	S97(2)(c)
Additional Building Plans Search Fee: Electronic building plans - per 5 pages	Surcharge	8.50	0.00	Y	BA75	S97(2)(c)
Copy of Building Application - per application/certificate	Each	39.50	0.00	Y	BA75	S97(2)(c)
Building Permit Search: (Single dwelling & duplex) No inspection - records search only. Includes lists of Building Approvals issued and/or effected. Available to solicitors/purchasers in relation to the purchase of property.	Each	90.50	0.00	Y	BA75	S97(2)(c)
Building Permit Search: (Single storey multiple unit dwelling) No inspection - records search only. Includes lists of Building Approvals issued and/or effected. Available to solicitors/purchasers in relation to the purchase of property.	Each	240.50	0.00	Y	BA75	S97(2)(c)
Building Permit Search: (Two or more storey including supermarkets) No inspection - records search only. Includes lists of Building Approvals issued and/or effected. Available to solicitors/purchasers in relation to the purchase of property.	Each	364.00	0.00	Y	BA75	S97(2)(c)
Copy of Final Certificate Residential - per application/certificate	Each	39.50	0.00	Y	BA75	S97(2)(a)
Copy of Certificate of Classification Commercial	Each	39.50	0.00	Y	BA75	S97(2)(c)

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PLUMBING & DRAINAGE, WATER & WASTEWATER SEARCH						
Copy of Private As-constructed Drainage Plan For privately owned properties - does not include Council infrastructure or water reticulation installed on a parcel	Search	44.00	0.00	Y	Water Supply (Safety & Reliability) Act 2008 s163	s97 (2)(c)
Copy of Council Owned Infrastructure Plan - Water and Sewerage (if available) Requested for development planning, DBYD, external agencies undertaking works that may impact on Council infrastructure, contractors requiring jump-locations, etc.	Search	44.00	0.00	Y	Water Supply (Safety & Reliability) Act 2008 s163	s97 (2)(c)
Record Search - Backflow Prevention Device Status (Records Only)	Search	39.50	0.00	Y	Plumbing & Drainage Act 2018	s97 (2)(c)
Record Search - Trade Waste Records Only.	Search	39.50	0.00	Y	Water Supply (Safety & Reliability) Act 2008 & Water Act 2000 s572 (2)	s97 (2)(c)
Record Search - Trade Waste Records and Inspection.	Search/Inspection	224.50	0.00	Y	Water Supply (Safety & Reliability) Act 2008 & Water Act 2000 s572 (2)	s97 (2)(c)
FOOD BUSINESS, ACCOMMODATION, ENVIRONMENTAL & PUBLIC HEALTH SEARCHES						
Records Search (No inspection required) Food businesses, accommodation approvals, environmental licences & public health licences and approvals.	Search	101.00	0.00	Y	FA2006/LL1	S97(2)(a)
Records Search with Inspection: Low Risk Food Business	Search/Inspection	268.50	0.00	Y	FA2006	
Records Search with Inspection: Med/High Risk Food Business	Search/Inspection	402.50	0.00	Y	FA2006	
Records Search with Inspection: Shared Accommodation Facility	Search/Inspection	235.00	0.00	Y	LL1	
Records Search with Inspection: Shared Accommodation Facility with One Food Preparation Area	Search/Inspection	392.00	0.00	Y	FA2006/LL1	
Records Search with Inspection: Shared Accommodation Facility more than one Food Preparation Area (+2)	Search/Inspection	575.00	0.00	Y	FA2006/LL1	
Records Search with Inspection: Personal Appearance Services Premises	Search/Inspection	235.00	0.00	Y	PHA2003	
Records Search with Inspection: Other Miscellaneous	Search/Inspection	235.00	0.00	Y		

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LOCAL LAWS APPROVALS						
Confirmation of a current local laws approval. Local laws approval confirmation includes Outdoor Dining, Goods on Footpath, Portable Advertising, Pile Moorings, Swimming pools, commercial and temporary activities.						
Records Search (no inspection)	Each	NO CHARGE	NO CHARGE	Y		S97(2)(c)
Records Search with Inspection	Each	190.50	0.00	Y		S97(2)(c)
PENALTY INFRINGEMENT NOTICE FEES						
When a reminder notice is overdue, additional search and administrative charges is recoverable and is added to the original infringement notice amount.						
CITEC Search Fee	Search	Actual cost	0.00	Y	Transport Operations (Road Use Management) Act 1995	S97(2)(c)
Unpaid Penalty Infringement Notice Reminder Letter	Letter	19.00	0.00	Y		S97(2)(c)