

SEARCH FEES & ADMINISTRATIVE CHARGES

| Description of Fee, Charge, Penalty plus conditions | Unit | 2026/27 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 | 14.00 | 1.27 | | | |
| A1 size | Page | 8.00 | 0.73 | | | |
| A2 size | Page | 5.00 | 0.45 | | | |
| A3 size | Page | 2.50 | 0.23 | | | |
| A4 size | Page | 2.50 | 0.23 | | | |
| RATES, WATER NOTICES AND SEARCHES | | | | | | |
| Search Fees: Adjoining Owner (limited information) - No charge | Property | NO CHARGE | NO CHARGE | | | |
| Rate Search - over the counter (limited information) | Property | 24.00 | 0.00 | Y | LGR S104 | S97(2) (c) |
| Rate Search - Including change of ownership processing fee | Property | 175.00 | 0.00 | Y | LGR S104 | S97(2) (c) |
| Water Meter Read Search - includes meter reading | Property | 60.00 | 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 | 30.00 | 0.00 | Y | LGR S104 | S97(2) (c) |
| Balance Summary Listing | Assessment | 30.00 | 0.00 | Y | LGR S104 | S97(2) (c) |
| 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. | | | | | | |

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| 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 fees and charges are determined by legislation and typically increase on 1 July each year - refer to the RTI section of Council's website for current fees and charges. | | | | | | |
| RTI Application Fee No application fee is payable for a personal access application | Each | As per RTI Reg | As per RTI Reg | Y | RTI Reg 2025 S6 | S97(2) (c) |
| RTI Processing Charges: Personal Application | Each | NO CHARGE | NO CHARGE | Y | RTI Act 2009 S59 | S97(2) (c) |
| RTI Processing Charges: Non-Personal Application No charge up to 5 hours work. If greater than 5 hours then all work charged per 15 mins or part thereof (including initial 5 hours) | Each 15 mins | As per RTI Reg | As per RTI Reg | Y | RTI Reg 2025 S7 | S97(2) (c) |
| RTI Access Charges: Black and White A4 Photocopies Depending on the application, access charges may also include the actual cost by Council to retrieve, relocate or prepare a document (there is no charge for providing documents by email or on a CD) | Per Page | As per RTI Reg | As per RTI Reg | Y | RTI Reg 2025 S8 | S97(2) (c) |
| 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 | 71.00 | 0.00 | Y | BA75 | S97(2)(c) |
| Building Plans (Single storey multiple unit dwelling) Electronic building plans - includes first 5 pages | Each | 140.00 | 0.00 | Y | BA75 | S97(2)(c) |
| Building Plans (Two or more storeys including supermarkets) Electronic building plans - includes first 5 pages | Each | 211.00 | 0.00 | Y | BA75 | S97(2)(c) |
| Additional Building Plans Search Fee: Electronic building plans - per 5 pages | Surcharge | 9.00 | 0.00 | Y | BA75 | S97(2)(c) |
| Copy of Building Application - per application/certificate | Each | 41.50 | 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 | 94.50 | 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 | 250.00 | 0.00 | Y | BA75 | S97(2)(c) |

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| 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 | 378.50 | 0.00 | Y | BA75 | S97(2)(c) |
| Copy of Final Certificate Residential - per application/certificate | Each | 41.50 | 0.00 | Y | BA75 | S97(2)(a) |
| Copy of Certificate of Classification Commercial | Each | 41.50 | 0.00 | Y | BA75 | S97(2)(c) |
| Building Notices Search - Show Cause & Enforcement Notices issued under BA 1975 or PA 2016 | Each | 94.50 | 0.00 | Y | BA75 | S97(2)(c) |
| 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 | 46.00 | 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 | 81.00 | 0.00 | Y | Water Supply (Safety & Reliability) Act 2008 s163 | s97 (2)(c) |
| Record Search - Backflow Prevention Device Status (Records Only) | Search | 41.50 | 0.00 | Y | Plumbing & Drainage Act 2018 | s97 (2)(c) |
| Record Search - Trade Waste Records Only. | Search | 41.50 | 0.00 | Y | Water Supply (Safety & Reliability) Act 2008 & Water Act | s97 (2)(c) |
| Record Search - Trade Waste Records and Inspection. | Search/Inspection | 233.50 | 0.00 | Y | Water Supply (Safety & Reliability) Act 2008 & Water Act | 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 | 105.00 | 0.00 | Y | FA2006/LL1 | S97(2)(a) |
| Records Search with Inspection: Low Risk Food Business | Search/Inspection | 279.00 | 0.00 | Y | FA2006 | |
| Records Search with Inspection: Med/High Risk Food Business | Search/Inspection | 418.50 | 0.00 | Y | FA2006 | |
| Records Search with Inspection: Shared Accommodation Facility | Search/Inspection | 244.50 | 0.00 | Y | LL1 | |

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| Records Search with Inspection: Shared Accommodation Facility with One Food Preparation Area | Search/ Inspection | 407.50 | 0.00 | Y | FA2006/LL1 | |
| Records Search with Inspection: Shared Accommodation Facility more than one Food Preparation Area (+2) | Search/ Inspection | 597.50 | 0.00 | Y | FA2006/LL1 | |
| Records Search with Inspection: Personal Appearance Services Premises | Search/ Inspection | 244.50 | 0.00 | Y | PHA2003 | |
| Records Search with Inspection: Other Miscellaneous | Search/ Inspection | 244.50 | 0.00 | Y | | |
| 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 | 198.00 | 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 | Actual cost | Y | Transport Operations (Road Use Management) | S97(2)(c) |