

Land Records Search Request

Searches for permits and licences in sections 6, 7 and 8 require authorisation by the current property owner and/or licenced business operator associated with the search request.
Section 9 of this form must be completed for these types of searches.

SECTION 1 - APPLICANT DETAILS

Applicant Name (Person/s or Company):

Postal Address:

Contact Number:

Mobile:

Email:

Property Address:

Lot & Plan No/s:

Settlement Date:

Reference:

SECTION 2 - RATES

☐ Rate Search – within five (5) working days including change of ownership processing fee	\$175.00	T102
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SECTION 3 - WATER METERS

☐ Meter Reading and Water Consumption (up to 5 working days from date of receipt)	\$60.00	T221
☐ Water Meter Volume Testing 20mm and 25 mm - includes water meter read	\$246.00	T221
☐ Owners	\$0.00	

SECTION 4 - TOWN PLANNING (for Planning and Development Certificates and historical information)

☐ Certificate – Limited (5 working days from date of receipt) (costing is per Lot)	\$291.00	T105
☐ Certificate – Standard (10 working days from date of receipt) (costing is per Lot)	\$941.00	T105
☐ Certificate – Full (30 working days from date of receipt) (costing is per Lot)	\$1,929.00	T105
☐ Planning History Check (not a Planning Certificate) (Approx. 10 working days from day of receipt)	\$339.00	T537

SECTION 5 – PLUMBING, WATER AND WASTEWATER SEARCH

Please note, **not** all properties in the Douglas Shire are connected to sewer or water. It is recommended that you contact Council on 4099 9444 before submitting a search to ensure you are in a sewer or water area, if you require only this sewer information. Private as constructed drawings are not available for vacant blocks. No refund applicable if drawing/plans are unavailable.

☐ Private As-constructed Plumbing & Drainage Plan and jump up (hand drawn plan of sewer connection and all in-ground sanitary drainage to the point of entry) per lot or plan search. Plans do not include water reticulation pipework installed on the property	\$46.00	T114
☐ Council Owned Infrastructure Plan – Water & Sewerage (if available) for development planning, Dial Before You Dig, external agencies undertaking works that may impact on Council infrastructure, contractors requiring jump-up locations etc, per lot or plan search. Fee includes search costs and plan copy – if large volume requested, additional plan fees may apply	\$81.00	T114
☐ Backflow Prevention Device Status – Records only	\$41.50	T122

OFFICE USE

Receipt Code: T	Fee Paid: \$	Date:	Receipt No:	CSO:
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SECTION 6 - LIQUID TRADE WASTE

Section 9 (authorisation) must be completed and signed by the current approval holder.

☐	Liquid Trade Waste Service – Records Only	\$41.50	T104
☐	Liquid Trade Waste Service – Records and Inspection	\$233.50	T104

SECTION 7 - HEALTH (All searches must be received at least 10 working days before settlement)

Section 9 (authorisation) must be completed and signed by the current licence/approval holder.

☐	Records Search (No inspection required) Food businesses, accommodation approvals, environmental licences & public health	\$105.00	T110
☐	Records Search with Inspection: Low Risk Food Business	\$279.00	T110
☐	Records Search with Inspection: Med/High Risk Food Business	\$418.50	T110
☐	Records Search with Inspection: Shared Accommodation Facility	\$244.50	T110
☐	Records Search with Inspection: Shared Accommodation Facility with One (1) Food Preparation Area	\$407.50	T110
☐	Records Search with Inspection: Shared Accommodation Facility more than One (1) Food Preparation Area	\$597.50	T110
☐	Records Search with Inspection: Personal Appearance Services Premises	\$244.50	T110
☐	Records Search with Inspection: Other Miscellaneous	\$244.50	T110

SECTION 8 - LOCAL LAWS COMPLIANCE

Section 9 (authorisation) must be completed and signed by the current licence/approval holder.

Approval Type: ☐ Outdoor Dining ☐ Good on Footpath ☐ Portable Advertising

☐ Public Swimming Pool ☐ Other: Approval Number:

☐	Records Search (No Inspection)	Nil	
☐	Records Search with Inspection	\$198.00	T43

SECTION 9 - AUTHORISATION FOR RELEASE OF INFORMATION (IF APPLICABLE)

The following information must be completed by the current owner and/or licenced business operator associated with the search request, and submitted with the completed Record Search Request application form, to authorise the release of information to a second party.

I _____ (current property owner and/or licenced business operator) hereby authorise Douglas Shire Council to release information in accordance with the Records Search Request requested by _____ (name of entity/person requesting the search).

Authorising Signature:		Date:	
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DECLARATION

I _____ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Applicant Signature:		Date:	
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Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.