

Land Records Search Request

1. APPLICANT DETAILS		
Applicant Name (Person/s or Company):		
Postal Address:		
Contact Numbers: T:	M:	F:
Email:		
Purchaser:		
Vendor:		
Property Address:		
Lot & Plan No/s:		
Expected Settlement Date:		Reference:

2. RATES		
<input type="checkbox"/>	Rate Search – within five (5) working days including change of ownership processing fee	\$150.00 T102

3. WATER METERS		
<input type="checkbox"/>	Meter Reading and Water Consumption (up to 5 working days from date of receipt)	\$71.00 T221

4. TOWN PLANNING <i>(for Planning and Development Certificates and historical information)</i>		
<input type="checkbox"/>	Certificate – Limited <i>(5 working days from date of receipt)(costing is per Lot)</i>	\$250.00 T105
<input type="checkbox"/>	Certificate – Standard <i>(10 working days from date of receipt)(costing is per Lot)</i>	\$811.00 T105
<input type="checkbox"/>	Certificate – Full <i>(30 working days from date of receipt) (costing is per Lot)</i>	\$1663.00 T105
<input type="checkbox"/>	Planning History Check (not a Planning Certificate) <i>(Approx. 10 working days from day of receipt)</i>	\$291.00 T537

5. PLUMBING, WATER & WASTEWATER		
<i>Please note, not all properties in the Douglas Shire are connected to sewer. It is recommended that you contact Council on 4099 9444 before submitting a search for a Sewer Plan to ensure you are in a sewerred area. No refund applicable if plans unavailable.</i>		
<input type="checkbox"/>	Request for Council Infrastructure Sewer plan search per plan/record <i>Fee includes search costs and plan copy – if large volume requested, additional plan fees may apply</i>	\$43.00 T114
<input type="checkbox"/>	Request for Council Infrastructure Water Reticulation plan search per plan/record <i>Fee includes search costs and plan copy – if large volume requested, additional plan copy fees apply</i>	\$43.00 T114
<input type="checkbox"/>	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 <i>Plans do not include water reticulation pipework installed on the property</i>	\$43.00 T114

OFFICE USE				
Receipt Code: T	Fee Paid: \$	Date:	Receipt No:	CSO:

6. LIQUID TRADE WASTE

Signed authorisation from current approval holder required for release of information

<input type="checkbox"/>	Liquid Trade Waste Service – Records Only	\$79.00	T104
<input type="checkbox"/>	Liquid Trade Waste Service – Records and Inspection	\$257.00	T104

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

*Authorisation is required to be signed by the current licence/approval holder prior to any searches being conducted. Refer section 9 below.
Where an approved accommodation business has a swimming pool on the premises, the search cost is included in the fee*

<input type="checkbox"/>	Additional fee for searches required in less than 5 working days	\$171.50	T110
<input type="checkbox"/>	Sales Search with Inspection: Food Business – Med/High Risk	\$474.00	T110
<input type="checkbox"/>	Sales Search with Inspection: Food Business – Low Risk Only	\$298.50	T110
<input type="checkbox"/>	Sales Search with Inspection: Caravan/Camping/Accommodation Facility	\$254.00	T110
<input type="checkbox"/>	Sales Search with Inspection: Caravan/Camping/Accommodation Facility with Food Preparation Area (1)	\$620.50	T110
<input type="checkbox"/>	Sales Search with Inspection: Caravan / Camping / Accommodation Facility more than one Food Preparation Area (+2)	\$778.00	T110
<input type="checkbox"/>	Sales Search with Inspection: Personal Appearance Services Premises – High Risk	\$280.00	T110
<input type="checkbox"/>	Sales Search (No inspection required) - all Environmental Health Approvals	\$178.00	T110
<input type="checkbox"/>	Other miscellaneous (Inc. Swimming Pools)	\$178.00	T110

8. LOCAL LAWS COMPLIANCE

Do you require confirmation of a current approval for the following?

An authorisation release form is required for any search to be conducted.

If you wish to maintain a current prescribed activity approval, you are required to lodge a transfer application form with the applicable fee for each activity.

<input type="checkbox"/>	Outdoor Dining	Nil
<input type="checkbox"/>	Goods on footpath	Nil
<input type="checkbox"/>	Portable Advertising	Nil

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:

10. 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:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.