

Search Request Form 2024/2025

PROPERTY DETAILS

Owner Name/s				
Unit No.	Street No.	Street Name and Type	Suburb	Postcode
Lot No.*	Plan No.	Type of Property [^]		
		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial		
<p>* Should the property consist of more than one lot, a search fee applies to each allotment/parcel requested, with the exception of Rates Searches, where the fee applies to each property assessment number.</p> <p>[^] A Residential file is one that has a Residential use only. A Commercial/Industrial file is one that has a Commercial and/or Industrial use. Where a combination of uses exist on the allotment, the higher of the two (2) fees shall apply.</p>				

CONTACT DETAILS

Applicant name(s) <i>(Individual or Company full name)</i>				
Postal address <i>(P.O. Box or Street address)</i>				
Suburb				
State		Postcode		
Phone / Mobile		Settlement Date		
Email address				
Client Reference/Additional Information				

Important Information

Please be advised that searches will be delivered by email unless requested otherwise.

DUE TO LEGISLATIVE TIMEFRAMES, APPLICATIONS RECEIVED AFTER 2.00PM WILL BE REGARDED AS BEING RECEIVED THE FOLLOWING WORKING DAY.

PRIVACY STATEMENT: Mount Isa City Council is collecting your personal information on this form to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

PAYMENT

Fee to be paid	\$	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
<input type="checkbox"/> Credit Card	Name on Card		
<input type="checkbox"/> Mastercard	Card No.	_____	
<input type="checkbox"/> Visa	Expiry	___ / ___	
	CCV	___	

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Rates and water searches	Residential	Commercial/Industrial	Business Days Required
<input type="checkbox"/> Rates Search (with water meter reading)	RSW \$108.50	RSWL \$195.00	14
<input type="checkbox"/> Rates Search (without water meter reading)	RSNW \$60.00	RSWO \$103.00	14
<input type="checkbox"/> Special Water Meter Reading	WMRS \$65.00	WMRC \$108.50	14
Building	Residential	Commercial/Industrial	Business Days Required
<input type="checkbox"/> Building, Plumbing & Health Report* (See Note)	BPH \$227.50	BPHL \$411.50	14
<input type="checkbox"/> Building, Plumbing, Health & Other Requisitions Search* (See Note)	BPHR \$324.50	BPHRL \$595.00	14
<input type="checkbox"/> Certificate of Occupancy* (formerly Certificate of Classification** (See Note)	N/A N/A	CERC \$487.00	10
Planning	Residential	Commercial/Industrial	Business Days Required
<input type="checkbox"/> Planning & Development Certificate – Limited	TPL \$103.00	TPLL \$173.50	5
<input type="checkbox"/> Planning & Development Certificate – Standard **	TPS \$400.50	TPSL \$1076.50	10
<input type="checkbox"/> Planning & Development Certificate – Full **	TPF \$855.00	TPFL \$1,579.50	30
Packages*	Residential	Commercial/Industrial	Business Days Required
<input type="checkbox"/> Complete Limited File Search	RSW & CRSL \$536.00	RSWL & CCSL \$957.50	
Rates Search (with water meter reading)			14
Building, Plumbing, Health & Other Requisitions Search			14
Planning & Development Certificate – Limited			5
<input type="checkbox"/> Complete Standard File Search**	RSW & CRSS \$828.00	RSWL & CCSS \$1,871.50	
Rates Search (with water meter reading)			14
Building, Plumbing, Health & Other Requisitions Search			14
Planning & Development Certificate – Standard			10
<input type="checkbox"/> Complete Full File Search**	RSW & CRSF \$1,288.00	RSWL & CCSF \$2,363.50	
Rates Search (with water meter reading)			14
Building, Plumbing, Health & Other Requisitions Search			14
Planning & Development Certificate – Full			30

**** An Acknowledgement & Indemnity Form must be completed and accompanied with a letter from the property owner authorising the third party to collect copies of documentation and/or plans covering Standard and/or Full Planning & Development Certificates and Certificate of Occupancies.**

Note: In submitting this Search Request Form you acknowledge and accept that Council contracts to provide the information subject to the disclaimer outlined in Council's Rates, Water & Property Searches Fact Sheet a copy of which is accessible at <https://www.mountisa.qld.gov.au/downloads/file/1955/fact-sheet-rates-water-and-property-searches>.

OFFICE USE ONLY - Payment					
Fee	Receipt Number	Date	Officer	Assessment No.	Document ID

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