|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***­­­­PROPERTY DETAILS*** | | | | | | | | |
| Owner Name/s | |  | | | | | | |
| Unit No. | Street No. | Street Name and Type | | | | Suburb | | Postcode |
|  |  |  | | | |  | |  |
| Lot No.**\*** | | Plan No. | | Type of Property**^** | | | | |
|  | |  | | Residential Commercial/Industrial | | | | |
| **\* 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.**  **^** 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. | | | | | | | | |
| ***CONTACT DETAILS*** | | | | | | | | |
| Applicant name(s)  (*Individual or Company full name*) | | |  | | | | | |
| Postal address *(P.O. Box or Street address)* | | |  | | | | | |
| 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 | | | | $ | | | Cash | | | | Cheque | | | |
| Credit Card | | | | | Name on Card |  | | | | | | | | |
|  | Mastercard | | | | Card No. | \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | | | | | | | | |
|  | Visa | | | | Expiry | \_\_ \_\_ / \_\_ \_\_ | | | | | | | | |
|  |  | | | | CCV | \_\_ \_\_ \_\_ | | | | | | | | |
| Rates and water searches | | | | | | | | | Residential | | Commercial/Industrial | | | | Business Days Required |
|  | | | Rates Search (with water meter reading) | | | | | | RSW | $108.50 | RSWL | | $195.00 | | 14 |
|  | | | Rates Search (without water meter reading) | | | | | | RSNW | $60.00 | RSWO | | $103.00 | | 14 |
|  | | | Special Water Meter Reading | | | | | | WMRS | $65.00 | WMRC | | $108.50 | | 14 |
| Building | | | | | | | | | Residential | | Commercial/Industrial | | | | Business Days Required |
|  | | | Building, Plumbing & Health Report\* (See Note) | | | | | | BPH | $227.50 | BPHL | | $411.50 | | 14 |
|  | | | Building, Plumbing, Health & Other Requisitions Search\* (See Note) | | | | | | BPHR | $324.50 | BPHRL | | $595.00 | | 14 |
|  | | | Certificate of Occupancy\* (formerly Certificate of Classification\*\* (See Note) | | | | | | N/A | N/A | CERC | | $487.00 | | 10 |
| Planning | | | | | | | | | Residential | | Commercial/Industrial | | | | Business Days Required |
|  | | | Planning & Development Certificate – Limited | | | | | | TPL | $103.00 | TPLL | | $173.50 | | 5 |
|  | | | Planning & Development Certificate – Standard \*\* | | | | | | TPS | $400.50 | TPSL | | $1076.50 | | 10 |
|  | | | Planning & Development Certificate – Full \*\* | | | | | | TPF | $855.00 | TPFL | | $1,579.50 | | 30 |
| Packages\* | | | | | | | | | Residential | | Commercial/Industrial | | | | Business Days Required |
|  | | | **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 |
|  | | | **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 |
|  | | | **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***](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 | |
|  | | | |  | | |  | |  | |  | | |  | |