

2025/26 Property Search Request

IMPORTANT NOTICE

Western Downs Regional Council is collecting personal information you supply on this form in accordance with **Local Government Act 2009**. The personal information collected on this form will be used to gather information for particular properties in preparation for sale. Your personal information 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 required by law. Your personal information is handled in accordance with the **Information Privacy Act 2009**.

Customer Details (*phone contact details are required for processing purposes)

| | | | |
|-----------------|----------------------------|-------------------------------|--------------------------------|
| Applicant: | | | |
| Address: | | | |
| Suburb: | Postcode: | | |
| *Phone (h): | *Phone (w): | | |
| *Phone (m): | Fax: | | |
| Email Address: | Preferred Delivery Option: | <input type="checkbox"/> Post | <input type="checkbox"/> Email |
| Your Reference: | Contact: | | |


Property Details

| | | | |
|-----------------------|---|---------------------------------------|--|
| Property Address: | | | |
| Property Description: | | | |
| Owner/s: | | | |
| Owner/s Phone: | Note: Only required for Building Compliance Inspections to arrange a suitable time to undertake the inspection. | Owner/s Consent granted to Purchaser: | <input type="checkbox"/> Yes - Contract of Sale or Written Consent |
| Purchaser/s: | | | |
| Proposed Settlement: | / | / | |


Credit Card Details (if applicable)

| | | | | | |
|---------------|-------------------------------|-------------------------------------|-------------------|---|--|
| Type of Card: | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | Card Holder Name: | | |
| Card Number: | - - - - - | | Card Expiry: | / | |


Search Costs

| Rates | |
|---|-------------------------------------|
| Partial Rates Search (7 days*) - Note: Includes name and address search. Does not include rates levies or water details. | \$104.50 <input type="checkbox"/> |
| Standard Rates Search (7 days*) - Note: Does not include special meter reading. Non-Refundable after 3 days* | \$194.00 <input type="checkbox"/> |
| Water Meter Read (7 days*) - Note: Non-Refundable | \$53.50 <input type="checkbox"/> |
| Urgent Rates Search (2 days*) - Note: Does not include special meter reading. Non-Refundable | \$278.00 <input type="checkbox"/> |
| Urgent Water Meter Read (2 days*) - Note: Non-Refundable | \$79.00 <input type="checkbox"/> |
| Partial Rate Search - Counter/Telephone - Note: Includes name and address search. Does not include rates levies or water details | \$67.50 <input type="checkbox"/> |
| Building | |
| Building Records Search (10 days*) | \$243.00 <input type="checkbox"/> |
| Building Compliance Inspection of buildings for transfer of ownership (10 days*) Note: Purchaser to obtain written consent of current owner | \$367.00 <input type="checkbox"/> |
| Urgent Building Compliance Inspection (5 days*) Note: Purchaser to obtain written consent of current owner | \$611.00 <input type="checkbox"/> |
| Note: Pool Safety Inspections are obtainable on request - \$345.00 + State Government Certificate Fee - (Application forms are available from Building Services Section) | |
| Town Planning (Please refer to Schedule 23 of the Planning Regulation for the content of various Planning and Development Certificates, including infrastructure charges). | |
| Limited Town Planning (5 days*) | \$102.50 <input type="checkbox"/> |
| Standard Town Planning (10 days*) | \$515.00 <input type="checkbox"/> |
| Full Town Planning (30 days*) | \$1,061.00 <input type="checkbox"/> |
| Environmental Health | |
| Health Search - Records search only (5 days*) - Note: Written consent of current licence holder required | \$116.50 <input type="checkbox"/> |
| Health Search - Records search and inspection (7 days*) - Note: Written consent of current licence holder required | \$195.50 <input type="checkbox"/> |
| Urgent Health Search - Records search and inspection (3 days*) - Note: Written consent of current licence holder required | \$396.50 <input type="checkbox"/> |

* Working days upon receipt of application by Council on the approved 2025/26 Property Search Request form.


Customer Signature

| | | | | |
|-------|------------|-------|---|---|
| Name: | Signature: | Date: | / | / |
|-------|------------|-------|---|---|

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

