

2026/27 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):			
Email Address:		Preferred Delivery Option:	☐ Post ☐ Email
Your Reference:		Contact:	

Property Details

*Lots that are rated together require one search request - please include all relevant lots. If required, contact Council to confirm if lots are rated together, or confirm the number of search requests required **prior** to submission.*

Property Address:			
Lot on Plan:			
Owner/s:			
Purchaser/s:			
Proposed Settlement:			

Payment Instructions

1. Email the completed form to **CustomerContactCentre@wdrc.qld.gov.au**
2. Contact Council on 1300 268 624 to make payment by credit card

Please note: Processing timeframes will commence once payment has been received and processed.

Search Costs

Rates		
Partial Rates Search (7 days*) - Note: Includes name and address search only. Does not include rates levies or water details.	\$107.80	☐
Standard Rates Search (7 days*) - Note: Does not include special meter reading. Non-Refundable after 3 days*	\$200.00	☐
Water Meter Read (7 days*) - Note: Non-Refundable	\$55.20	☐
Urgent Rates Search (2 days*) - Note: Does not include special meter reading. Non-Refundable	\$286.40	☐
Urgent Water Meter Read (2 days*) - Note: Non-Refundable	\$81.40	☐
Partial Rate Search - Counter/Telephone - Note: Includes name and address search only. Does not include rates levies or water details	\$69.60	☐
Building		
Building Records Search (10 days*)	\$250.30	☐
Building Compliance Inspection of buildings for transfer of ownership (10 days*) Note: Purchaser to obtain written consent of current owner	\$378.00	☐
Urgent Building Compliance Inspection (5 days*) Note: Purchaser to obtain written consent of current owner	\$629.30	☐
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 and Development Certificate (5 days*)	\$105.60	☐
Standard Town Planning and Development Certificate (10 days*)	\$530.50	☐
Full Town Planning and Development Certificate (30 days*)	\$1,092.80	☐
Environmental Health		
Health Search - Records search only (5 days*) - Note: Written consent of current licence holder required	\$120.00	☐
Health Search - Records search and inspection (7 days*) - Note: Written consent of current licence holder required	\$201.40	☐
Urgent Health Search - Records search and inspection (3 days*) - Note: Written consent of current licence holder required	\$408.40	☐

*** Entire working days upon receipt of application by Council on the approved 2026/27 Property Search Request form.**

Note: This section is only required when requesting **Building Compliance Inspections** to arrange a suitable time to undertake the inspection.

Owner/s Phone:	
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I/we have obtained the Owners consent to provide their contact number for the purpose of arranging a Building Compliance Inspection.
e.g. contract of sale or written consent

