

PO Box 3130, Bundaberg QLD 4670 190 Bourbong Street, Bundaberg QLD 4670 T 1300 883 699 F 4150 5410 E ceo@bundaberg.qld.gov.au W www.bundaberg.qld.gov.au ABN 72 427 835 198

# APPLICATION FOR RATES PROPERTY SEARCH, BUILDING AND PLUMBING SEARCH, SPECIAL WATER METER READING – CONVEYANCING PURPOSES

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit https://www.bundaberg.qld.gov.au/privacy for further information.

Date of Request:		Settlement Date:						
Applicant's details:								
Applicant's Name:								
Contact Name:				Reference:				
Email:								
Telephone No.:				Mobile:				
Particulars of property for search:								
List ALL Lots & Plans included on contract								
Street Location:								
RPD (Lot & Plan):								
Vendor's Name:								
Purchaser's Name:								
2025/2026 –	6 – Conveyancing Searches (Tick applicable box/es) see back page for information							
\$65.00	Rates Fi	ates Financial Search (Allow a minimum of 3 business days for search to be completed)						
\$272.00	Rates Property Search (Allow a minimum of 5 business days for search to be completed)							
\$206.00	Normal I	nal Building Compliance Search – per lot (Allow a minimum of 5 business days for search to be completed)						
□ \$390.00	Urgent E	Building Compliance Search – per lot (Allow 2 business days for search to be completed)						
<b>\$206.00</b>	Copy of	Certificate of Classification / Final Inspection Certificate - each (Allow a minimum of 5 business day)						
<b>\$195.00</b>	Plumbin	g Compliance Search – per lot (Allow 5 business days for search to be completed)						
<b>\$149.00</b>	1 -	Water Meter Reading <b>Date to be Read</b> (Date must be a <u>Tuesday</u> or <u>Thursday</u> ONLY)						
	A 11 A 1	Applications must be received 2 business days prior to the 'Date to be Read'.  Allow 3 business days after 'Date to be Read' for completion.						
	*** A refund will not be given where a property is not connected to a water meter.							
** Refunds cannot be given if the Search/es have already been commenced by the relevant Section of Council.								
Payment method: (Tick your preferred payment method)								
☐ Credit Card		Card No.: Expiry Date: /						
		Cardholder's Name:						
☐ Cheque		Print this completed form and forward to Council with your cheque attached						
Other								
Office use only:								
Receipt No.:			Amount:		Box:			
Date Payment Rec'd:			Initial:		Reg no.:			



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## **Application Information**

Council will only accept search requests submitted using this application form. (This application form can be submitted via post, email, or in person) or via Council's Online Application Form.

Applications will only be processed upon receipt of payment.

Please Note: Applications cannot be cancelled once commenced and a refund will not be given.

Note: All conveyancing search results will be returned via Email.

## Rates Financial Search – use this form for conveyancing purposes

Ownership details, Property address and real property description including area of property, Rateable Valuation information, Rates and water levies including any arrears, interest and concessions, Sundry Property Debt if applicable

## Rates Property Search - use this form for conveyancing purposes

Report includes the same information as what is provided in the Rates Financial Search and also includes Property Zoning information, If property is in benefitted water and sewerage areas and if connected to water or sewerage, Flood advice – provides link to website for free flood report on website <a href="https://www.bundaberg.qld.gov.au/Planning-and-building/Flood-information-and-mapping/Flood-information">https://www.bundaberg.qld.gov.au/Planning-and-building/Flood-information-and-mapping/Flood-information</a>, Acknowledgment of permit, licences or regulatory advices and any requisitions.

Rates Financial/Rates Property Search - All lots/plans that are associated with the contract are required to be listed on the one application if they are valued/rated together (Bulk Assessed). If not, separate search requests will be required.

If Bulk Assessed or not all lots/plans that are valued/rated together are listed, no financial figures will be provided on the search. If unsure, please contact Council for confirmation.

Council will only perform rates adjustments for Bulk Assessed properties. This will be actioned once a separate valuation is issued by Department of Resources for both the purchaser and vendor from date of settlement.

### **Special Water Meter Reading**

This search is for consumption charges that have not yet been billed (water readings and consumption that will be billed on future notices). Council recommends this search when purchasing a property connected to Council's reticulated water supply. Meters are read on Tuesday and Thursday only. Applications must be received 2 business days prior to the 'Date to be Read' and allow 3 business days after 'Date to be Read' for completion.

Information provided is:

 Ownership Details, Real Property Description, Meter Details (Location/Meter Number), The current water meter read, date of read and calculation of charges. The previous water meter read, date of read and calculation of charges.

<u>Note:</u> Calculation of charges on Special Water Meter Reading are un-posted and therefore are not included on the Rates Financial & Rates Property Search.

Please check with Council if you are unsure whether the parcel is connected to water and if a reading is required.

A refund will not be given where a property is not connected to a water meter and a search has been requested.

## Building Compliance Search or Copy of Certificate of Classification or Final Inspection Certificate

This compliance search relates to a search of Council records for Building approvals on the requested property. A physical inspection of the premises will not be performed by Council in preparing this information.

#### **Plumbing Compliance Search**

This compliance search relates to a search of Council records for Plumbing approvals on the requested property. A physical inspection of the premises will not be performed by Council in preparing this information.