

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

Date of Request:		Settlement Date:	
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<b>Applicant's details:</b>			
Applicant's Name:			
Contact Name:		Reference:	
Email:			
Telephone No.:		Mobile:	

<b>Particulars of property for search:</b>	
<i>List ALL Lots &amp; Plans included on contract</i>	
Street Location:	
RPD (Lot & Plan):	
Vendor's Name:	
Purchaser's Name:	

<b>2020/2021 – Conveyancing Searches (Tick applicable box/es) see back page for information</b>	
\$219.00	Rates Property Search (Allow a minimum of 5 business days for search to be completed)
\$156.00	Normal Building Compliance Search – per lot (Allow a minimum of 5 business days for search to be completed)
\$311.00	Urgent Building Compliance Search – per lot (Allow 2 business days for search to be completed)
\$156.00	Copy of Certificate of Classification or Final Inspection Certificate - each (Allow a minimum of 5 business day)
\$155.00	Plumbing Compliance Search – per lot (Allow 5 business days for search to be completed)
\$109.00	Special Water Meter Reading <b>Date to be Read</b> _____ (Date must be a <b>Tuesday</b> or <b>Thursday</b> ONLY) <b>Applications must be received 2 business days prior to the 'Date to be Read'.</b> <b>Allow 3 business days after "Date to be Read" for completion.</b> <b>A refund will not be given where is property is not connected to a water meter.</b>

**\*\* Refunds cannot be given if the Search/es have already been commenced by the relevant Section of Council.**

<b>Payment method: (Tick your preferred payment method)</b>		
Credit Card	Card No.:	Expiry Date: /
	Cardholder's Name:	
Cheque	Print this completed form and forward to Council with your cheque attached	
Other		

<b>Office use only:</b>				
Receipt No.:		Amount:		Box:
Date Payment Rec'd:		Initial:		Reg no.:

## Application Information

Council will only accept search requests submitted using this application form. Applications can be submitted via post, email, in person.

**All conveyancing search results will be returned via Email.**

Applications will only be processed upon receipt of payment. Applications are unable to be cancelled once commenced.

### Property Search – use this form for conveyancing purposes

Council recommends this search when purchasing a property and includes the following:

- 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.
- Property Zoning information
- Sundry Property Debt if applicable
- 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.  
[http://www.bundaberg.qld.gov.au/files/Guideline\\_Flood\\_Planning\\_Control\\_Property\\_Report\\_V2.pdf](http://www.bundaberg.qld.gov.au/files/Guideline_Flood_Planning_Control_Property_Report_V2.pdf)
- Sewerage plan if sewerage main traverses the land.
- Acknowledgment of permit, licences or regulatory advices if required.
- Any requisitions or other advices if required.

### 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.**

**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 property is not connected to a water meter.**

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.
- Calculation of charges on Special Water Meter Reading are un-posted and therefore are not included on the Rates Property Search.

### 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.