

# SEARCH REQUEST FORM 2017/2018

**Whitsunday Regional Council**  
PO Box 104 Proserpine QLD 4800  
Phone: 07 4945 0200 / Fax: 07 4945 0222  
Email: info@whitsundayrc.qld.gov.au  
Web: www.whitsunday.qld.gov.au

**Customer Service Centres**  
Proserpine – 83-85 Main Street Proserpine  
Bowen – 67 Herbert Street Bowen  
Collinsville – Cnr Stanley & Conway Streets Collinsville

**Privacy Statement**

Your information is being collected for the purpose of processing your search request form. You are providing personal information which will be used for the purpose conducting searches of Council's database. Your information is handled in accordance with the *Information Privacy Act 2009* and 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 you have given Council permission to or the disclosure is required by law.

<b>Your Reference:</b>		<b>Date:</b>	
<b>Applicant:</b>			
<b>Postal Address:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Vendor:</b>			
<b>Purchaser:</b>			
<b>Property Address:</b>			
<b>Lot &amp; Plan Number/s:</b>			
<b>Nature of Premises:</b>		<b>Description of Building(s):</b>	
<b>Settlement Date:</b>		<b>Water Meter Read Date Required:</b>	
<b>RATES</b>			<b>Office use</b>
<i>Please Note: Results will be emailed unless otherwise requested</i>			
<input type="checkbox"/>	Rate Search	<i>(Within 5 working days of receipt)</i>	\$96.00 4
<input type="checkbox"/>	Rate Search – <b>URGENT</b>	<i>(Within 2 working days of receipt)</i>	\$118.00 5
<input type="checkbox"/>	Limited Property/Land Record Inspection		\$17.00 4
<input type="checkbox"/>	Rate Transaction Search	<i>(Verbal, per 15 Min)</i>	\$17.00 4
<input type="checkbox"/>	Rate Transaction Search	<i>(Written Information)</i>	\$52.00 4
<b>WATER METER READ / ALL SERVICES</b>			<b>Office use</b>
<i>Please Note: Results will be emailed unless otherwise requested</i>			
<input type="checkbox"/>	Special Water Meter Read	<i>(Within 5 working days of receipt)</i>	\$116.00 6
<input type="checkbox"/>	Special Water Meter Read – <b>URGENT</b>	<i>(Within 2 working days of receipt)</i>	\$196.00 7
<input type="checkbox"/>	All Services Search	<i>(Council's Water, Sewerage &amp; Stormwater)</i>	\$35.00 41
<input type="checkbox"/>	All Services Search - <b>URGENT</b>	<i>(Council's Water, Sewerage &amp; Stormwater)</i>	\$64.00 41
<b>TRADE WASTE</b>			<b>Office use</b>
<i>Please Note: Results will be emailed unless otherwise requested</i>			
<input type="checkbox"/>	Compliance Inspection	<i>(14 Days) Site Assessment</i>	\$136.00
<input type="checkbox"/>	Compliance Inspection – <b>URGENT</b>	<i>(7 Days) Site Assessment</i>	\$184.00
<b>RECORDS – COPY OF BUILDING FILE INFORMATION</b>			<b>Office use</b>
<i>Please Note: Results will be emailed unless otherwise requested</i>			
<input type="checkbox"/>	Class 1 & 10 (Dwellings)	<i>(Permit, Decision Notice, Plans etc if available)</i>	\$106.00 31
<input type="checkbox"/>	Class 2 – 9 (Commercial/Accommodation)		\$175.00 31
<input type="checkbox"/>	Certificate of Classification (Copy of existing)		\$86.00 35
<b>BUILDING and PLUMBING</b>			<b>Office use</b>
<i>Please Note: Results will be emailed unless otherwise requested</i>			
<input type="checkbox"/>	Compliance Inspection – Single dwellings and associated structures		\$383.00 39
<i>See also fees for travel over 50km from Bowen or Proserpine Office</i>			
<input type="checkbox"/>	As Constructed Sewerage House Drainage Plan	<i>(Where available in Council's Electronic Database)</i>	Free
<input type="checkbox"/>	As Constructed Sewerage House Drainage Plan	<i>(Where Archive Search Required*)</i>	\$31.00 32

*\*It should be noted that whilst an Archive Search is conducted, plan/s may not be discoverable)*

<b>TOWN PLANNING</b>		<i>Please Note: Results will be emailed unless otherwise requested</i>	Office use
<input type="checkbox"/>	Planning & Development Certificate – Limited	(No site inspection) (Per Lot)	\$298.00 33
<input type="checkbox"/>	Planning & Development Certificate – Standard		\$954.00 33
<input type="checkbox"/>	Planning & Development Certificate – Full	(No site inspection) (Per Lot)	\$1909.00 33
<input type="checkbox"/>	Headworks Search – Per Lot	(Site inspection inc) (Per Lot) (At cost with \$100.00 deposit)	\$100.00 33

<b>HEALTH/LOCAL LAW</b>		# (DENOTES THAT CONSENT FORM IS TO BE COMPLETED AND SUBMITTED) <i>Please Note: Results will be emailed unless otherwise requested</i>	Office use
<input type="checkbox"/>	# Report of Current Licence and Latest Reports		\$126.00 502
<input type="checkbox"/>	# Inspection of Premises and Compliance Report <i>(Personal Appearance Services, Environmentally Relevant Activities and Food premises)</i>		\$258.00 502
<input type="checkbox"/>	# Inspection of Premises and Compliance Report – <b>URGENT</b> <i>(Personal Appearance Services, Environmentally Relevant Activities and Food premises)</i>		\$377.00 502
<input type="checkbox"/>	# Re-Inspection of Licensed Premises <i>See also fees for travel over 50km from Bowen or Proserpine Office</i>	(Minimum Fee \$128.00)	\$128.00/hr 502

<b>TRAVEL</b>			Office use
<input type="checkbox"/>	Building – Mainland Travel	<i>(Applies over 50km from Bowen or Proserpine Offices)</i>	\$159.00/hr 39
<input type="checkbox"/>	Building – Island Travel	<i>(Hourly rate plus cost of air travel or boat)</i>	\$159.00/hr

**ARRANGEMENTS FOR ACCESS (IF APPLICABLE)**

Access to the property may be obtained by contacting:

a) Occupant of Premises Name: \_\_\_\_\_ Ph: \_\_\_\_\_

b) Agents Name: \_\_\_\_\_ Ph: \_\_\_\_\_

**PAYMENT DETAILS**

Payment can be made at any Customer Contact Centre or by Cheque made payable to Whitsunday Regional Council. Alternatively our Customer Contact Team can contact via phone for credit card payments.

Pay by Credit Card      Contact Name: \_\_\_\_\_ Ph: \_\_\_\_\_

*Note: Search results will not be released until payment is receipted*

**CANCELLATION FEES APPLY** – Refunds are only applicable where no work has commenced on a search. In all cases a deduction will be made to offset processing costs of the refund, where a refund fee is not specified 10% of fee will be charged.

To ensure the correct search is conducted for the correct amount it is recommended that the WRC Search Request Form be used. Failure to do so may result in incorrect searches being completed or delayed response time.

The information requested by you will be extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decision with financial or legal implications will not be able to rely upon the information supplied for the purposes of determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied will be included in the information supplied.

<b>OFFICE USE ONLY</b>	
RECEIPT NO..... AMOUNT PAID \$ ..... DATE: .....	\$ ..... <b>PAYMENT ENCLOSED</b>

## SEARCH APPLICATION AND CONSENT FORM

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THIS CONSENT FORM MUST BE COMPLETED AND SUBMITTED WITH A COUNCIL SEARCH APPLICATION FORM WHEN:

- Applying for the release of information regarding a business operating within the Whitsunday Regional Council area.
- A SITE COMPLIANCE INSPECTION and SEARCH OF COUNCIL RECORDS has been requested.
- Requesting a SEARCH of the following business types;
  - SKIN PENETRATION PREMISES** - Public Health (Infection Control for Personal Appearance Services) Act 2003
  - FOOD PREMISES** – Food Act 2006
  - WATER SUPPLY (SAFETY & RELIABILITY) Act 2008**
  - ENVIRONMENTALLY RELEVANT ACTIVITIES** – Environmental Protection Act 1994
  - PLACES OF ACCOMMODATION** – Whitsunday Regional Council Local Laws

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**To:** The Chief Executive Officer  
Whitsunday Regional Council  
P O Box 104  
PROSERPINE QLD 4800

**PLEASE NOTE:**

*Ensure that all sections are filled out in this form to ensure that your Search and Site Compliance Inspection are completed within a reasonable time. Any sections not completed or inaccurate information provided may result in a delay in reporting.*

**Section 1 – Current Proprietors Details (please print)**

Full name (Proprietor/s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 2 – Business Details (please print)**

Contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Company name: (if applicable) \_\_\_\_\_

Trading name: (if applicable) \_\_\_\_\_

Premises Location: (include street number, street, address and name of shopping centre, if applicable)

\_\_\_\_\_

Does this business have a mobile food licence? No Yes (Please circle)

If yes, also include the Vehicle Rego: \_\_\_\_\_

Garaging Address: \_\_\_\_\_

And Operating Locations: \_\_\_\_\_

Real property description: Lot no: \_\_\_\_\_ Registered plan no: \_\_\_\_\_

Postal address of food premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3 – Details of Person/s Requesting Search (please print)**

Full name (Proprietor/s): \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Section 4 – Consent from Current Proprietor to Provide Information (please print)**

I/We, \_\_\_\_\_, hereby consent to an Authorised Officer of the Whitsunday Regional Council disclosing information, publishing a document or part of a document obtained by him / her in connection with administering of the Food Act 2006 / Public Health (Infection Control for Personal Appearance Services) Act 2003 / Environmental Protection Act 1994 / Water Supply (Safety & Reliability) Act 2008 / Local Laws and their provisions made there under, concerning the above premises to person / agent acting on behalf of that person having made a written request for the information or document for the purported purchase of the above premises.

Current Proprietor/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_