



Search Request Form

2020/2021

Form – Search Request

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

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.

Section 1

Your Reference		Date	
Applicant			
Postal Address			
Contact Phone	B	H	M
Email Address			
Vendor			
Purchaser			
Property Address			
Lot & Plan Number/s			
Nature of Premises	Description of Buildings		
Settlement Date	Water Meter Read Date		

Please Note: Results will be emailed unless otherwise requested

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
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83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
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Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Rates			Office Use
Rate Search	(within 5 working days of receipt)	\$100.00	4
Rate Search- URGENT	(within 2 working days of receipt)	\$122.00	5
Limited Property/Land Record Inspection		\$17.50	4
Rate Transaction Search	(written – Minimum based on time spent)	\$54.00	4
Rates Book Search	(from Archives- Minimum based on time spent)	\$73.00	4
Water Meter Read / all Services			Office Use
Special Water Meter Read	(within 5 working days of receipt)	\$136.00	6
Special Water Meter Read – URGENT	(within 2 working days of receipt)	\$196.00	7
All Services Search	(Councils Water, Sewerage & Stormwater, within 10 working days of receipt)	\$36.50	41
All Services Search – URGENT	(Councils Water, Sewerage & Stormwater, within 2 working days of receipt)	\$66.00	41
Trade Waste			Office Use
Compliance Inspection	(14 days) Site Assessment	\$150.00	
Compliance Inspection – URGENT	(7 days) Site Assessment	\$190.00	
Records – Copy of Building file information (payment relates to time spent not results supplied)			Office Use
Class 1 & 10 (Residential Dwellings)	(Permit, Decision Notice, Plans etc if available)	\$112.00	31
Class 2 – 9 (Commercial/Accommodation)		\$184.00	31
Certificate of Classification only	(Copy of previously issues certificate)	\$92.00	35

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Building and Plumbing		# (Denotes that consent form is to be completed and submitted)	Office Use
# Compliance Inspection- Single dwellings and associated structures	See also fees for travel over 50km from Bowen or Proserpine Office	Price on Application	39
As Constructed Sewerage House Drainage Plan	(Where Archive Search Required*) *It should be noted that's whilst an Achieve Search is conducted, plan/s may not be discoverable	\$31.50	32
Town Planning			Office Use
Planning & Development Certificate – Limited	(No site inspection) (Per Lot)	\$316.00	33
Planning & Development Certificate – Standard	(No site inspection) (Per Lot)	\$1010.00	33
Planning & Development Certificate – Full	(Site inspection inc) (Per Lot)	\$3193.00	33
Headworks Search – Per Lot	(At cost with \$100.00 deposit)	\$100.00	33
Travel			Office Use
Building – Mainland Travel	(Applies over 50km from Bowen or Proserpine Offices)	\$168.00/hr	39
Building – Island Travel	(Hourly rate <u>plus</u> cost of air travel or boat)	\$168.00/hr	39
Health – Island Travel		\$191.00	502
Health/ Local Law		# (Denotes that consent form is to be completed and submitted)	Office Use
# Report of Current Licence and Latest Reports		\$132.00	502
# Inspection of Premises and Compliance Report	(Personal Appearance Services, Environmentally Relevant Activities and Food premises)	\$268.00	502
# Inspection of Premises and Compliance Report	(Personal Appearance Services, Environmentally Relevant Activities and Food premises)	\$393.00	502
# Re-Inspection of Licensed Premises	(Minimum Fee \$131.00) See also fees for travel over 50km from Bowen or Proserpine Office	\$134.00/hr	502
ERA – Replacement license certificate		\$30.50	502

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Arrangements for Access (if applicable)

Access to the property may be obtained by contacting:

Occupant of Premises Name Ph

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 call you for credit card payment.

Pay by Credit Card Contact Name Ph

*** A surcharge of 0.5% applies to the total amount payable when you make a payment with a credit card (accepted types are only Visa or MasterCard)*

Note: All results will be emailed unless otherwise requested. 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.

Office Use Only

Payment Enclosed

Receipt No.....Amount Paid \$.....Date..... \$.....

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SEARCH APPLICATION AND CONSENT FORM

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 is 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

To: The Chief Executive Officer
Whitsunday Regional Council
PO 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.

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Section 1- Current Proprietors Details (please print)

Full name (Proprietor/s)			
Contact Details	T	H	M
Email			
Address:			

Section 2 – Business Details (please print)

Contact Name			
Contact Details	T	H	M
Email			
Company Name			
Trading Name			
Premises Location: <i>(include street number, street, address and name of shopping centre, if applicable)</i>			
Does this business have a mobile food service?			
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			

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

Full Name (Proprietor/s)			
Contact Details	T	H	M
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 Signature: _____

Date: _____

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