

Application For Property Information

Applicant Details

Given Name(s) Surname

Company Name

Postal Address

Suburb

Postcode

Phone ☐ (W) ☐ (M) ☐ (H)

Email:

Applicant Signature

Date

Real Property Description

Address

Suburb

Postcode

Lot and Plan Number

Payment Authority

If paying by credit card, please provide a contact name and number. A Customer Experience Representative will contact you for payment via telephone.

Payment By:

- ☐ Account
☐ Credit Card

Charge Amount:

Contact:

Search Return

Reference Number

Settlement Date

Delivery method is email unless otherwise advised:

☐ Post ☐ To be collected

Item 1 -	<input type="checkbox"/> Full Rate & Property Search (refer to PAGE 2 for Property Search inclusions)	\$193.00
Item 2 -	<input type="checkbox"/> Ownership Search	\$0.00
Item 3 -	<input type="checkbox"/> Statement of Rating Position (only provided to the owner or agent acting for vendor)	\$0.00
Item 4 -	<input type="checkbox"/> Special Water Meter Reading	\$130.00

Please refer to the link below for the following applications:

- Certificate of classification for a commercial property
- Final certificate for residential property
- Search of council records for a residential property
- Search of council records for a commercial property

[Building Documents & Searches](#)

Please refer to the link below for the following applications:

- Limited Planning and Development Certificate
- Standard Planning and Development Certificate
- Full Planning and Development Certificate

[Planning and Development Certificates](#)

Please refer to the link below for the following applications:

- As Constructed Drainage Plan

[As Constructed Drainage Plan](#)

Please refer to the link below for the following applications:

- Plumbing and Drainage Searches

[Plumbing and Drainage Records Request](#)

Application Information

General Information

Council will only accept search requests submitted using this application form. Applications can be submitted via post, email, in person or lodged online via Townsville Online Products and Services (TOPS) - townsville.qld.gov.au/payments-rates-and-permits/online-reports-and-searches

Applications will only be processed upon receipt of payment unless you have an account with Council. Please note that a credit card processing fee of 0.5% applies to payments made by Visa or Master Card. Exemptions may apply.

Applications are unable to be cancelled/refunded once completed.

Item 1 - Full Rate & Property Search

Council recommends this search when purchasing a dwelling or vacant land. A Property Search includes the following information:

- Ownership details
- Property address and real property description including property area
- Rateable valuation information
- Rates and water levies including any arrears, interest charges and concessions
- Property zoning information
- Flood report
- Storm tide report
- All services plan
- Environmental permits & licenses
- Trade waste approvals
- Planning & development requisitions
- Heritage information

Should a special water meter read be required, please select item 4 on the application form. Please note there is an additional charge for this service.

Individual Searches

Item 2 - Ownership Search

- Provides name and postal address details
- Property address and real property description

Item 3 - Statement of Rating Position

- Provides current rates position including rates levied, arrears, interest and concessions to the owner or an agent acting for the vendor

Item 4 - Special Water Meter Reading

- Provides current water meter reading, water meter number and date of reading

For more information contact Council on

13 48 10



PO Box 1268, Townsville QLD 4810

Email: enquiries@townsville.qld.gov.au