

Form - Search Request – Health & Local Law

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

Personal information collected in this form will be used to communicate with you about the requested service. Personal information will not be disclosed for an unrelated purpose except where required by legislation or law. Information collected is stored within Council's secured systems to protect from data loss, unauthorised access, use, modification or disclosure and against other misuse. The information collected will be retained as required by the Public Records Act 2023. Please review Whitsunday Regional Council's Privacy Policy at <https://www.whitsundayrc.qld.gov.au/our-council/about-council/governance/information-and-privacy> for further information.

Section 1

Your Reference				Date	
Applicant					
Postal Address					
Contact Phone	B		H		M
Email Address					
Vendor					
Purchaser					
Property Address					
Lot & Plan Number/s					
Settlement 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
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Search Request Form – Health & Local Law

2025/2026

Section 2- Current Proprietors Details (please print)

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

Section 3 – 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>				
Real Property Description	Lot No	Registered Plan No		

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: _____

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
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Search Request Form – Health & Local Law

2025/2026

Travel		Office Use	GST
Health – Island Travel		\$226.00	N
Health/ Local Law		Office Use	
Report of Current Licence and Latest Reports		\$156.00	N
Inspection of Premises and Compliance Report (to be completed within 14 days)	(Personal Appearance Services, Environmentally Relevant Activities, Food premises and Accommodation)	\$315.00	N
Inspection of Premises and Compliance Report URGENT (to be completed within 7 days)	(Personal Appearance Services, Environmentally Relevant Activities, Food premises and Accommodation)	\$463.00	N
Re-Inspection of Licensed Premises	(Minimum Fee \$145.00) See also fees for travel over 50km from Bowen or Proserpine Office	\$159.00/hr	N
Arrangements for Access (if applicable)			
Access to the property may be obtained by contacting:			
Occupant of Premises Name		Ph	
Agents Name		Ph	

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:** www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802



Search Request Form – Health & Local Law

2025/2026

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 received.

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..... \$.....

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:** www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802