

Search Request Form

2025/2026

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

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.

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

Bowen
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Rates			Office Use	GST
Rate Search	(within 5 working days of receipt)	\$180.00	4	N
Rate Search- URGENT	(within 2 working days of receipt)	\$270.00	5	N
Limited Property/Land Record Inspection		\$21.00	4	N
Rate Transaction Search	(Post 2010) (Pre 2010)	\$50.00 \$94.00	4	N
Rates Book Search	(from Archives- Minimum based on time spent)	\$84.00	4	N
Water Meter Read / all Services			Office Use	GST
Special Water Meter Read	(within 5 working days of receipt)	\$195.00	6	N
Special Water Meter Read – URGENT	(within 2 working days of receipt)	\$281.00	7	N
All Services Search	(Councils Water, Sewerage & Stormwater, within 10 working days of receipt)	\$78.00	41	N
All Services Search – URGENT	(Councils Water, Sewerage & Stormwater, within 5 working days of receipt)	\$117.00	41	N
Trade Waste			Office Use	GST
# (Denotes that consent form is to be completed and submitted)				
# Compliance Inspection	(14 days) Site Assessment	\$199.00		N
# Compliance Inspection – URGENT	(7 days) Site Assessment	\$247.00		N
Records – Copy of Building file information (payment relates to time spent not results supplied)			Office Use	GST
Class 1 & 10 (Dwellings)	(Permit, Decision Notice, Plans etc if available)	\$250.00	31	N
Class 2 – 9 (Commercial/Accommodation)	(Permit, Decision Notice, Plans etc if available)	\$320.00	31	N
Certificate of Classification/Occupancy only	(Copy of previously issued certificate)	\$200.00	35	N
Copy of Building Plans Only (excludes Plumbing)	Available for Class 1&10 Residential Dwellings only	\$70.00	31	N

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Plumbing			Office Use	GST
Copies of Plumbing Plans/Certificates only	(Payment relates to time spent not result supplied)	\$41.00	32	N
As Constructed House Drainage Plan (Internal Private Sanitary Drainage)	(Payment relates to time spent not result supplied)	\$41.00	32	N
As Constructed Sewerage Plan (Council Sewerage Infrastructure Incl. Sewer Connection point)	(Payment relates to time spent not result supplied)	\$41.00	32	N
Re-Issue of Plumbing Permit	(Charge per copy of permit re-issued)	\$41.00	32	N
Re-Issue of Plumbing & Drainage Inspection Certificate	(Charge per copy of Certificate re-issued)	\$41.00	32	N
Re-Issue of Plumbing Action Notice	(Charge per copy of Action Notice re-issued)	\$41.00	32	N
Town Planning			Office Use	GST
Planning & Development Certificate – Limited	(No site inspection) (Fee is charged Per Lot)	\$408.00	33	N
Planning & Development Certificate – Standard	(No site inspection) (Fee is charged Per Lot)	\$1,309.00	33	N
Planning & Development Certificate – Full	(Site inspection included) (Fee is charged Per Lot)	\$4,142.00	33	N
Headworks Search – Per Lot	(At cost with \$100.00 deposit) (Fee is charged Per Lot)	\$100.00	33	N
Building Searches and Compliance			Office Use	GST
Building Records Search + Compliance Search - Class 1 and 10a	Urgent (5 business days)	\$800.00	331	N
Building Records Search + Compliance Search - Class 1 and 10a	(10 business days)	\$600.00	331	N

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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.

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>			

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

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

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

I/We, _____, hereby consent to an Authorised Officer of the Whitsunday Regional Council to gain access to the specified property for the purpose of undertaking the requested site inspection & disclosing information, publishing a document or part of a document 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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