

Cassowary Coast Regional Council

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**OFFICE
USE ONLY**

PROPERTY SEARCH REQUEST FORM

Please use **BLOCK LETTERS** and complete all details in full.

Cassowary Coast Regional Council is collecting your personal information for the purpose of providing rates, planning, building and trade waste information for a particular property noted on this Property Search Request Form. This is authorised by the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from Council Website at any time.

Wizard Step 5:
ceApplict

Section 1 – Applicant(s) Details

Please ensure an email address is recorded as all searches will be returned by email	Applicants Name:	
	Postal Address:	
	Reference:	
	Email Address:	
	Phone Number:	Facsimile:

Wizard Step 3 & 4:

For rates, link to all Land IDs.

Section 2 – Property Details Requested

	Real Property Description:
	Property Location:
	Vendor:
	Purchaser:
	Improvements:
	Anticipated Settlement Date:

Wizard Step 1:
Module:
Certs
Group:
Certificate

Section 3 – Certificates Requested

Category:
RateSearch

Rates			
\$14.00 Change of Ownership fee is calculated in the total where change of ownership is noted as included. The change of ownership fee is refundable if settlement does not occur. *Please note: all searches need to be received at Council by midday for that day to be included in the timeframe mentioned. If received after midday, the first day of the time allocated will begin the next business day.	<input type="checkbox"/> Standard Property Search (includes rates, water, zoning details & change of ownership) - 7 working days*	Per Property	\$180.00
	<input type="checkbox"/> Urgent Standard Property Search Fee (includes rates, water, zoning details & change of ownership) - 3 working days*	Per Property	\$235.00
	<input type="checkbox"/> Property Search Only (no water reading - includes rates, zoning details & change of ownership) - 7 working days*	Per Property	\$94.00
	<input type="checkbox"/> Urgent Property Search Only (no water reading - includes rates, zoning details & change of ownership) - 3 working days*	Per Property	\$117.00
	<input type="checkbox"/> Water Meter Reading - 7 workings days*	Per Property	\$89.00
	<input type="checkbox"/> Urgent Water Meter Reading - 3 working days*	Per Property	\$122.00
	Planning (All certificates produced in accordance with Section 265 of Planning Act 2016 and Schedule 23 of the Planning Regulation 2017).	<input type="checkbox"/> Limited Planning and Development Certificate	Per Lot
<input type="checkbox"/> Standard Planning and Development Certificate		Per Lot	\$580.00
<input type="checkbox"/> Full Planning & Development Certificate		Per Lot	\$1250.00
<input type="checkbox"/> Trade Waste Search – 5 working days*		Per Business	\$150.00

Category:
PlanCert

Category:
TradeWaste

Office Use Only	Property ID(s):	Date:	Urgent? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Application ID(s):	If urgent - notify rates officer immediately	
	Receipt:	Amount:	Cashier: