



Property Rates Search Application 2024/25

If you have any specific enquiries regarding fees or how to complete this form, please contact Council's Rates Officer. Please complete this application in **BLOCK LETTERS** and tick boxes where applicable. Enter "N/A" if the question does not apply. Complete all sections unless otherwise stated.

Full Name(s) Applicant		
Business Name		
Contact Name		
Position Title		
Street Address		
Your Reference		
Postal Address		
Phone Contact Number		
Email Address		
ACN or ABN		
Registered for GST	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Email search results (the original search will not be posted) <input type="checkbox"/>		
Post search results <input type="checkbox"/>		

Type of Search		✓
Rates	Standard Rate Search	<input type="checkbox"/>
Town Planning Certificates	Limited Planning & Development Certificates	<input type="checkbox"/>
	Standard Planning & Development Certificates	<input type="checkbox"/>
	Full Planning & Development Certificates	<input type="checkbox"/>

	Processing Time	Fees
Standard Rate Search	<i>Within 5 working days</i>	\$95.00
Limited Planning & Development Certificates	<i>Within 5 working days</i>	\$95.00
Standard Planning & Development Certificates	<i>Within 10 working days</i>	\$195.00
Full Planning & Development Certificates	<i>Within 30 working days</i>	\$1630.00

Search Particulars	
Application Date	
Settlement Date	
Vendor/s	
PLEASE NOTE: Lot numbers are not used in property addresses.	
Purchaser/s	
Property Address	
Town/Locality	
Lot & Plan	

PLEASE NOTE

The timelines listed above are indicative only. While Council makes every effort to have search information to you within the listed time frames, at times due to circumstances beyond Council's control, some searches may be delayed.

Preferred payment method by credit card – search will not commence until payment has cleared.

Contact Administration to process credit card details over the phone.

Payment	Amount	\$
Cheque enclosed <input type="checkbox"/>	Credit Card – Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>
Name on Card		
Credit Card Number		
Expiry	/	CVN
Card Holder Signature		

Declaration

Privacy Notice: Any personal information you have supplied to or is collected by the Richmond Shire Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council.

Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.

I, _____, certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Applicant Signature**Date****Complete if more than one Applicant.**

I, _____, certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Applicant Signature**Date****OFFICE ONLY****Received by****Date received****Entered by****Assessment Number****Receipt Number****Receipt Date****PO BOX 18, Richmond QLD 4822****65 Goldring Street, Richmond QLD 4822****(07) 4719 3377****enquiries@richmond.qld.gov.au**

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