Property Rates Search Application

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** ☐	**NO** ☐
Email search results (the original search will not be posted) ☐		
Post search results ☐		

Type of Search		✓
Rates	**Standard Rate Search**	☐
Town Planning Certificates	**Limited Planning & Development Certificates**	☐
	Standard Planning & Development Certificates	☐
	Full Planning & Development Certificates	☐

	Processing Time	**Fees**
Standard Rate Search	*Within 5 working days*	**$100.00**
Limited Planning & Development Certificates	*Within 5 working days*	**$100.00**
Standard Planning & Development Certificates	*Within 10 working days*	**$205.00**
Full Planning & Development Certificates	*Within 30 working days*	**$1725.00**

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.

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 ☐	Credit Card – Visa ☐		Mastercard ☐	
Name on Card				
Credit Card Number				
Expiry		**/**	**CVN**	
Card Holder Signature				

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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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