



Application for Property Search

Privacy Disclaimer: Council is collecting your personal information in order to process your application. The information collected will only be disclosed to a third party with your consent or as we are required to by law. For further information about how we manage your personal information please see our Information Privacy Policy.

P: 1300 622 529 | E: council@mackay.qld.gov.au | PO Box 41 Mackay QLD 4740 | ABN: 56 240 712 069

Customer Service Centres: Mon-Fri, 9am-4pm | Civic Precinct, 73 Gordon St, Mackay | 65 Broad St, Sarina | 20 Victoria St, Mirani

Council accepts no liability for intending purchasers / applicants failing to request appropriate searches. Council does not represent or warrant that all information in a search is accurate or complete. To the extent permitted by law, the Council disclaims all liability for any loss of any nature whatsoever (including economic loss) whether arising under contract, tort, negligence or otherwise arising from the information to be provided in response to this search request.

1. APPLICANT DETAILS

Applicant:

Postal Address:

Suburb:

Post Code:

Phone:

Mobile:

Email:

Reference:

2. PROPERTY DETAILS

Property Address:

Lot:

Plan:

3. RATES AND WATER SEARCHES

Register and pay for these searches online (1-2 days turnaround)
View 'Online Services' at www.mackay.qld.gov.au

	Fee	Workdays	Receipting
☐ Rate Certificate (No Inspection) (No GST)	\$145.00	5 Days	RC/SCH
☐ Water Certificate (including Water Meter Reading) (No GST)	\$250.00	5 Days	RC/WCERT
☐ Registered Proprietor (includes Postal Address) (No GST)	\$51.00	2 Days	RC/RPROP

4. HEALTH / ENVIRONMENTAL AND REGULATORY SEARCHES

For these certificate requests, email form to council@mackay.qld.gov.au

	Fee	Workdays	Receipting
☐ Health Requisition Enquiry (No Inspections) (No GST)	\$72.00	5 Days	RC/REQHEA
☐ Health Search – Inspection (Single License activity) (No GST)	\$302.00	10 Days	RC/INSPHE
☐ Health Search – Inspection (Single License activity) (No GST) Fast track	\$459.00	5 Days	RC/INSPHE
☐ Health Search – Inspection (Multiple License activity) (No GST)	\$459.00	10 Days	RC/INSPHE
☐ Health Search – Inspection (Multiple License activity) (No GST) Fast track	\$617.00	5 Days	RC/INSPHE
☐ Environmental Requisition Enquiry (No Inspection) (No GST)	\$71.00	5 Days	RC/REQENV
☐ Environmental Search Inspection (Change of Lease only) (No GST)	\$302.00	10 Days	RC/INSPEN
☐ Environmental Search Inspection (Change of Lease only) (No GST) Fast track	\$459.00	5 Days	RC/INSPEN
☐ Pest Management Property Search (No GST)	\$313.00	5 Days	RC/RURLPR

5. PLANNING AND DEVELOPMENT SEARCHES

For these certificate requests, email form to development.services@mackay.qld.gov.au
For a Limited Certificate, option to lodge online here: [Searches and Certificates](#)

	Fee (per Lot)	Workdays	Receipting
☐ Limited Town Planning Certificate (No GST)	\$370.00	5 Days	RC/PLCERT
☐ Standard Town Planning Certificate (No GST)	\$1310.00	10 Days	AP/IDAS/PP
☐ Full Town Planning Certificate (No GST)	\$3145.00	30 Days	AP/IDAS/PP

6. BUILDING AND PLUMBING SEARCHES

For these search requests, email form to council@mackay.qld.gov.au

	Fee	Workdays	Receipting
☐ Building & Plumbing Records – per Lot (Classes 1&10 – Residential) (No GST)	\$210.00	10 Days	RC/BREC
☐ Building & Plumbing Records – per Lot (Classes 1&10 – Residential) (No GST) Inclusive of Decision Notices, Plans and Final Certificates	\$370.00	10 Days	RC/BREC
☐ Building & Plumbing Records – per Lot (Classes 2-9 – Commercial) (No GST)	\$265.00	10 Days	RC/BREC
☐ Building & Plumbing Records – per Lot (Classes 2-9 – Commercial) (No GST) Inclusive of Decision Notices, Plans and Final Certificates	\$525.00	10 Days	RC/BREC
☐ Copy of Final Certificate (Form 21) – per structure (Class 1&10 - Residential) (No GST)	\$120.00	10 Days	RC/BREC
☐ Copy of Certificate of Occupancy (Form 11) – per structure (Class 2-9 – Commercial) (No GST)	\$120.00	10 Days	RC/BREC
☐ Copy of Building Plan – per structure (All Class types) (No GST)	\$120.00	10 Days	RC/BREC

Structure Required: ☐ Dwelling ☐ Shed ☐ Carport ☐ Pool ☐ Additions/Alterations
☐ Other (please specify): _____

7. OTHER SEARCHES

Lodge and pay online via MRC website here: [Searches and Certificates](#)

	Fee (per Lot)	Workdays	Receipting
☐ Drainage Plan (HCP) (Residential – Classes 1 & 10) (No GST) (House Drainage)	\$80.00	1-5 Days	RC/CSDRN
☐ Drainage Plan (Commercial – Classes 2-9) (No GST) (Property Drainage)	\$80.00	1-5 Days	RC/CSDRN
☐ Water/Sewer/Stormwater Depth Plan (No Inspection) (Incl. GST) (Council Asset)	\$127.00	4-5 Days	RC/WSPLAN

8. PAYMENT OPTIONS

CREDIT CARD | We accept Visa or MasterCard. We do not accept American Express.

CHEQUE | Make your cheques payable to Mackay Regional Council.

CASH OR EFTPOS | You can pay at any of Council's Customer Service Centres.

9. PROPERTY OWNER AUTHORISATION (SECTIONS 5-7 ONLY)

For privacy and security reasons, Mackay Regional Council requires written consent from the property owner to process an Application for Property Search for searches within sections 5-7 above. Please ensure the owner (or delegated authority) has signed the application. If you are applying on behalf of the property owner, you must provide written proof that you are authorised to act for them. Without this documentation, Mackay Regional Council cannot process the application.

Owner Name/s:

Owner/Delegated Authority Signature:

10. APPLICANT ACKNOWLEDGEMENT & ACCEPTANCE

Information provided for searches are subject to availability and due to the age of some buildings, records may not exist. The Applicant must acknowledge if the requested documents or information are not contained in the file, the fee is non-refundable.

- ☐ I acknowledge the fee payable is for the retrieval of records per lot or per structure/approval (specified on the search type option)
- ☐ I accept there is NO Refund if the requested information is not available

Applicant Signature:

Date:

11. PAYMENT OPTIONS

CREDIT CARD | We accept Visa or MasterCard. We do not accept American Express.

CHEQUE | Make your cheques payable to Mackay Regional Council.

CASH OR EFTPOS | You can pay at any of Council's Customer Service Centres.

Searches and plans



Rates and water searches

Rate certificate

Council recommends this search when purchasing any type of property within the region. Information provided on a rates certificate includes the following:

- Current registered owner and postal address details
- Property address and real property description
- Land area and approved zoning
- Unimproved and rateable valuation
- Rates and charges levied for the rating period
- Full rates financial information, any arrears and interest outstanding on the property
- Any outstanding building or plumbing requisitions registered on the property
- Any outstanding health notices registered on the property
- Any planning or other conditions registered on the property
- If a water meter is connected to the property

Water certificate

Information provided on a water certificate, includes the following:

- Current registered owner and postal address details
- Property address and real property description
- Metered water charges applicable for the financial year
- Water meter ID
- Last billed date and reading

Searches and Plans

- Date of special meter reading and reading
- Estimated pro-rata consumption charges applicable based on special read

Some of the region's properties are not on reticulated water, therefore we recommend you verify this prior to submitting an application by calling 1300 622 529.

Registered proprietor

A registered proprietor search provides the following information:

- Current registered owner and postal address details
- Property address and real property description
- Land area and approved zoning

For details of adjoining property owners', please contact council's call centre to discuss prior to completing the registered proprietor search application.

Building compliance searches

Building and plumbing records search

A BPRS provides information about what building and plumbing approvals are recorded against a property in council's records.

BUILDING

- Any outstanding requisitions registered against a property

- Description of approved structure
- Approval Date
- Approval Number
- Final inspection date

PLUMBING

- Any outstanding plumbing requisitions registered against a property
- Description of approved plumbing permit works
- Permit date
- Permit number
- Final inspection date

A BPRS does not provide:

- Copies of plans (this is a separate request)
- A physical inspection of the property to confirm current records

Certificate of Classification or Certificate of Occupancy (Issued from October 1, 2020) (copy of certificates previously issued)

Certificates of classification or certificates of occupancy are available for class 2-9 buildings (commercial / industrial buildings and some units) and are issued when a building is completed to the satisfaction of a building certifier. This search provides a copy of a previously issued certificate of classification or certificate of

occupancy, where one is available in council's records.

If a certificate of classification or certificate of occupancy has not been previously issued for class 2-9 (commercial / industrial buildings and some units) and approved prior to April 1998, council can carry out an inspection and issued a certificate upon written request.

An inspection fee is required for this service. This inspection cannot be requested on this form. Please contact council's Development Support Team on (07) 4963 8805 to discuss the fee and obtain the relevant application form.

If a certificate of classification or certificate of occupancy has not been previously issued for class a 2-9 building (commercial / industrial buildings and some units) and the approval was issued by a private certifier after April 1998, you will need to contact the relevant building certifier.

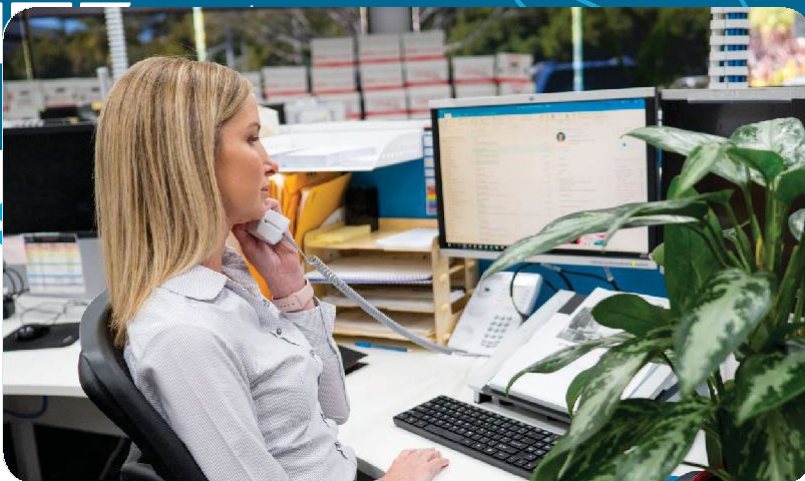
Health / environmental and regulatory searches

Health requisition enquiry

An enquiry for licensed premises consisting of the following:

- Search of council records to indicate last correspondence or current status
- Outstanding licence fees

Fast track search available. A physical inspection of the property is not conducted for this search.



Health search – inspection

An inspection of a licensed premises consisting of the following:

- Physical inspection of premises conducted, search of council records, and compliance report issued
- Outstanding licence fees

Fast track search available and fees differ for single licences or multiple licences.

Environmental requisition enquiry

An enquiry for premises where a business is conducting an environmentally relevant activity (ERA) consisting of the following:

- Search of council records to indicate last correspondence or current status.
- Outstanding licence fees

Fast track search available. A physical inspection of the property is not conducted for this search.

Environmental search inspection

Prior to purchasing an existing ERA business or a property with an existing ERA business, it is recommended that you apply for an environmental search inspection to confirm there is a current environmental authority and the level of compliance with the conditions for that approval/authority.

The inspection of the premises where the environmentally relevant activity (ERA) is being conducted consists of the following:

- Physical inspection of premises conducted, search of council records, and compliance report issued
- Outstanding licence fees

NOTE: If there is a change in the environmentally relevant activity (ERA) conducted on the property,

a new ERA application is required.

Fast track search available and fees differ for single licences or multiple licences.

Pest management property inspection

This search is a physical inspection of the property and information is provided on:

- Any declared weeds located on the property
- Notice of any requisitions against the property
- If the property is in a programmed area for dingo baiting.

Development Planning searches

Planning and development certificates

LIMITED - Information supplied in this certificate includes:

- Street address and real property description
- Description of any planning scheme provisions applying specifically to the premises, including locality, zone, precinct, sub-precinct, overlay(s), notation(s) (this information is also available for free from MiMAPS)
- Description of any designations applying to the premises
- Statement of any infrastructure charge for the premises

Searches and Plans

STANDARD - In addition to the information supplied with a Limited Planning and Development Certificate, a Standard Planning and Development Certificate includes:

- A copy of every decision notice or negotiated decision notice for a development approval that has not lapsed
- Details of any minor change to the development approval
- A copy of any agreement to which the local government or concurrence agency is a party about a condition of the development approval
- A copy of any Infrastructure agreement applying to the premises to which the local government is a party
- A description of each proposed amendment of a planning scheme the local government has decided to proceed with under schedule 1, section 16, of the local government act but has not been adopted

FULL - In addition to information supplied with a Limited and Standard Planning and Development Certificate, a Full Planning and Development Certificate includes:

- If there is a development approval containing conditions (including conditions about the carrying out of works or the payment of money, other

than under an infrastructure agreement) currently in force for the premises - a statement about the fulfilment or non-fulfilment of each condition, at a stated day after the day the certificate was applied for

- If there is an infrastructure agreement to which the local government is a party: (i) if there are obligations under the agreement that have not been fulfilled - details of the nature and extent of the obligations not fulfilled; and (ii) details of the giving of any security and whether any payment required to be made under the security has been made
- Advice of: (i) any prosecution for a development offence in relation to the premises of which the local government is aware; or (ii) proceedings for a prosecution for a development offence in relation to the premises of which the local government is aware

Other searches

Sewer drainage plan

This plan outlines the house connection plan (HCP) / sewer drainage for a residential property (classes 1 and 10) and the property sewer drainage for a commercial property (classes 2-9). Fees differ depending on the class of the structure on the property. If no plan is located, the fee is not refundable.

Water/sewer/stormwater depth plan

This plan outlines council water, sewer and stormwater infrastructure. Road geometry may also be requested, however cannot be ordered using Online Services or the Application for Property Search.

For road geometry please contact council on 1300 622 529, email council@mackay.qld.gov.au or visit a customer service centre.

Refunds

In some instances, if a search request is cancelled after the receipt of payment but before completion, 25% to 50% of the fee may be refunded depending on type of search. Refer to fees and charges for full details.

In instances where a search involves provision of a plan, and no plans are available, no refund will be provided.

One search per property

One search per single property will be provided. If more than one property is required, please provide the appropriate fees for each additional property. For planning and development certificates and all building compliance searches, fees are per property and a property is defined as one lot/ plan. A separate fee is payable per property, per request.