

Property and Rating Information Searches Fact Sheet

Rating/Property Information Searches

Rate Search – Financial Only (per property)

- Allow 7 working days for processing
- Includes Rates information and Town Planning Zone, as well the last two (2) water meter readings, if applicable.

Rate and Property Search

- Allow 10 working days for processing
- Includes Rates information and Town Planning Zone, as well the last two (2) water meter readings, if applicable. Also includes details of any requisitions or defects on file in relation to the following areas: Engineering (Roads & Drainage), Water/Waste Water/Trade Waste, and Environmental & Health.
- No inspections of the property are conducted as part of this search certificate.

Special Water Meter Reading (per meter)

- Allow 7 working days for processing
- Not available if a water meter is not connected to the property – please check with Council prior to ordering this search
- Water meters are read twice yearly in October/November and then again in April/May. The first half year's consumption from the October/November reading is charged in February each year and the charge for the second half year's consumption is charged in August.
- Council recommends prospective property purchasers obtain a Rate Property Search in every instance.

Building/Plumbing Information Sheets

Residential (Class 1a & 10a) – Building and Plumbing Records Search (per lot)

- Allow 10 working days for processing
- A separate search is required for each separately surveyed parcel of land
- Includes details of building and plumbing approvals, final inspections and any recorded defects for the requested lot/s.
- Proof of ownership is required, i.e. letter from the owner or a copy of the signed Contract of Sale.

Commercial (Class 2-9) – Building and Plumbing Records Search (per lot)

- Allow 10 working days for processing
- A separate search is required for each separately surveyed parcel of land
- Includes details of building and plumbing approvals, final inspections and any recorded defects for the requested lot/s.
- Proof of ownership is required, i.e. letter from the owner or a copy of the signed Contract of Sale

Planning and Development Certificates

What are Planning and Development Certificates?

Planning and Development Certificates provide potential purchasers, lawyers and property developers etc. with information about planning scheme provision, infrastructure charges or agreements and development approvals for specific premises. Section 265 of the *Planning Act 2016* makes provision for a person to apply to a local government for a limited, standard or full planning and development certificate for a premises.

As a local government authority, Council must provide certain prescribed information in accordance with the *Planning Regulation 2017*. Schedule 23 of the *Planning Regulation 2017* prescribes the information that must be included in each of the planning and development certificate types. Please refer to the *Planning Regulation 2017*, Schedule 23 for full details of what must be included in each of the below certificate types.

Limited Planning and Development Certificate

- A legislative confirmation letter from Council summarising any planning scheme, state planning regulatory provisions or any plan of development that apply to the lot(s)
- Allow 5 working days for processing
- A separate search is required for each separately surveyed parcel of land

Standard Planning and Development Certificate

- The same as a limited certificate but also inclusive of all planning and development documentation that applies to the lot(s) (for example: current decision notices or negotiated decision notices, details of any compliance permits/certificates, details of any changes to any development approval etc.)
- Allow 10 working days for processing
- A separate search is required for each separately surveyed parcel of land

Full Planning and Development Certificate

- The same as a standard certificate but also inclusive of any infrastructure agreements, statement of applicable conditions to development approval, and advice about any prosecutions or proceedings for a prosecution under the *Planning Act 2016*.
- Allow 30 working days for processing
- A separate search is required for each separately surveyed parcel of land