

Property Information Request Form

2026-2027



Address all communications to
The Chief Executive Officer

PO Box 974, Ayr Qld 4807

T (07) 4783 9800

enquiries@burdekin.qld.gov.au

Information Privacy Act 2009. Burdekin Shire Council is collecting your personal information for the purpose of processing your application. Your information will not be disclosed to any other third party without your consent unless required or permitted to do so by law.

Applicant Details (required)

Name			
Postal Address			☐ please post certificate
Email			☐ please email certificate
Telephone		Fax	
Contact Person			
Settlement Date		Applicant Reference	

Property/Owner Details (required)

Vendor/s (as per Council's records)	
Purchaser/s	
Lot/s on Plan/s (list required title/s only)	
Property Address (as per Council Rates Notice)	
Nature of Property (vacant, dwelling, shop etc.)	
Business Premises Name (if applicable)	

Available Searches (select all searches required)

***refer to fact sheet for specific details of each search type*

Rating/Property Information Searches	Cost
☐ Rate Certificate - Financial Only - Per Property - Allow 7 working days	\$100.00 <i>Per Property</i>
☐ Rate Certificate and Property Search - Per Property - Allow 10 working days	\$170.00 <i>Per Property</i>
☐ Special Water Meter Reading - Allow 7 working days <i>Please confirm there is a water connection at the property prior to requesting this search</i>	\$82.00 <i>Per Property</i>
Planning and Development Certificates	Cost
☐ Limited - Allow 5 working days	\$103.00 <i>Per Lot</i>
☐ Standard - Allow 10 working days	\$243.00 <i>Per Lot</i>
☐ Full - Allow 30 working days	\$541.00 <i>Per Lot</i>
Building/Plumbing Records Searches - Allow 10 working days	Cost
☐ Residential (Class 1 & 10A) - Building & Plumbing Records Search	\$219.00 <i>Per Lot</i>
☐ Commercial (Class 2 – 9) - Building & Plumbing Records Search	\$275.00 <i>Per Lot</i>

Payment Authority

Payment By: ☐ Account ☐ Credit Card

If paying by credit card, please provide a current contact name and number. A Customer Service representative will contact you for payment via credit card over the phone.

Name and Number:

General

- Applicants are advised to refer to the separate Property and Rate Information Fact Sheet for details regarding what each search type includes.
- If the application form is not completed correctly, the application will be returned to the applicant without further processing. Applications must be accompanied by the appropriate fees to be considered complete.
- For further details about prices listed on this form, please refer to Burdekin Shire Council's Fees and Charges.
- A lot is any parcel of land that can be sold separately. However, in relation to building and plumbing records searches, where a building physically spans two lots, this will be treated as a single lot.

Disclaimer

- The information supplied on the requested search will be extracted from Council's records in response to your request. Council's records do not necessarily reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications will not be able to rely on the information supplied for the purposes of determining whether any particular facts or circumstances exist, and Council expressly disclaims any invitation to place that reliance on the information. Persons must obtain their own advice on such matters. Council and its officers and agents contract to supply information only on this basis.
- You acknowledge that there may be included, in or with the information supplied in response to your request, additional disclaimers or limits on the information supplied. You agree to accept the information supplied subject to those additional disclaimers and limits.
- To the fullest extent allowed by law:
 - ✓ Neither Council nor any of its officers, employees or agents will be liable for any inaccuracies or errors in, or omissions from, the information supplied in response to this request.
 - ✓ Council does not warrant anything about the reliability, accuracy or completeness of the information supplied in response to this request.
 - ✓ Council and its officers, employees or agents will not be liable for any claims in respect of any loss arising out of or in connection with the use of any information supplied.

Office Use Only

Fee Paid	\$	CSO Initials		Certificate No.		Prop ID	
Receipt No.		Noted				Land ID	
Date Paid		Action				Function ID	