



Richmond Shire Council

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65 Goldring Street, Richmond QLD 4822

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Office Use Only	
Entered by:	
Assessment No:	
Receipt No:	
Receipt Date:	

Search Application 2023/2024

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.

Applicant Details	Full Name(s) of Applicant:			
	Business Name:			Your Ref:
	Contact Name:		Position Title:	
	Street Address:			
	Postal Address:			
	Phone:		Fax:	
	Mobile Phone:		A/H Phone:	
	ACN or ABN :			
	Registered for GST:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
	Email Address:			
	Email Search Results (<i>the original search will not be posted</i>):		<input type="checkbox"/>	OR

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:	

Type of Search		Fees	✓
Rates:	Standard Rate Search (<i>Within 5 Full Working Days</i>)	\$90.00	<input type="checkbox"/>
Town Planning Certificates:	Limited Planning & Development Certificate (<i>Within 5 Working Days</i>)	\$90.00	<input type="checkbox"/>
	Standard Planning & Development Certificate (<i>Within 10 Working Days</i>)	\$187.00	<input type="checkbox"/>
	Full Planning & Development Certificate (<i>Within 30 Working Days</i>)	\$1630.00	<input type="checkbox"/>

PLEASE NOTE:	<p>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.</p> <p><i>Note: Preferred payment method by credit card – search will not commence until payment has cleared.</i></p> <p><i>Contact Administration to process credit card details over the phone.</i></p>									
Payment Options	Cheque Enclosed:	<input type="checkbox"/>	Credit Card - Visa	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	TOTAL	\$		
Name on Credit Card:										
Credit Card Number:										
Expiry:						CVN:				
Card Holders:	Signature:									

Privacy Notice	<p>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.</p>									
Signature of Applicant	<p>I,....., certify that the above information and the information on the attachments, to the best of my knowledge, is correct.</p> <p>Signature: Date:</p>									
<i>Complete if more than one Applicant.</i>	<p>I,....., certify that the above information and the information on the attachments, to the best of my knowledge, is correct.</p> <p>Signature: Date:</p>									