

# Application for NON-RESIDENTIAL Property Information

This form is valid from 1 July 2009 to 30 June 2010



## Section 1 - Applicant Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_ Your Ref: \_\_\_\_\_

Response required by:   Post  Facsimile Refer Charge Below

RETURN WITH PAYMENT TO:  
 LOGAN CITY COUNCIL  
 PO BOX 3226,  
 LOGAN CITY DC QLD 4114  
 ABN & GST NUMBER:  
 26 627 796 435  
 FOR ENQUIRIES  
 TEL: (07) 3412 3412  
 FAX: (07) 3412 3444  
 E-MAIL: council@logan.qld.gov.au

## Section 2 - Property Information

Number:/Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Real Property Description: **Lot** \_\_\_\_\_ **Plan** \_\_\_\_\_

Owner/Vendor: \_\_\_\_\_

Business/Trading Name (if applicable): \_\_\_\_\_

Purchaser/Mortgagee: \_\_\_\_\_

Nature of Premises:  improved  unimproved

Proposed Settlement Date: \_\_\_\_\_

### Council use Only

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt: \_\_\_\_\_

Assessment No. \_\_\_\_\_

File No: \_\_\_\_\_

Document No: \_\_\_\_\_

## Section 3 - Application Categories and Charges

A. GENERAL NON RESIDENTIAL PROPERTY INFORMATION (See pages 4 & 5 for details of each category)	PLEASE TICK ✓	BANKING
1. IMPROVED LAND (Includes Water Meter Reading)	\$ 245.00 <input type="checkbox"/>	1101 & 1102
2. UNIMPROVED LAND	\$ 195.00 <input type="checkbox"/>	1106
3. RATES FINANCIAL DETAILS ONLY	\$ 74.00 <input type="checkbox"/>	1113
4. WATER METER READING ONLY	\$ 49.35 <input type="checkbox"/>	1117 & 1102
5. TRADE WASTE	\$ 36.75 <input type="checkbox"/>	1101 & 1105
Response by Fax (GST Inclusive)*	\$ 8.00 <input type="checkbox"/>	1114
B. DETAILED NON-RESIDENTIAL PROPERTY INFORMATION (This information will be issued under separate cover to A and is more detailed - see over)		
6. BUILDING/PLUMBING & DRAINAGE APPROVALS REPORT • Class 2 to 9 buildings (up to 2 building applications)	\$ 405.00 <input type="checkbox"/>	PP REGCOM
7. BUILDING/PLUMBING & DRAINAGE INSPECTION REPORT (Owner's written authorisation specifically approving the attendance of a Council inspector is required)		
• Class 2 to 9 buildings (up to 1000m <sup>2</sup> gross floor area) or up to 2 building applications	\$ 460.00 <input type="checkbox"/>	PP REGCOM
• Class 2 to 9 buildings (1000m <sup>2</sup> to 5000m <sup>2</sup> gross floor area) or up to 2 building applications. A further \$75.00 will be charged for each 1000m <sup>2</sup> up to 5000m <sup>2</sup>	\$ 582.00 <input type="checkbox"/> \$ _____ <input type="checkbox"/>	PP REGCOM PP REGCOM
• Class 2 to 9 buildings (in excess of 5000m <sup>2</sup> gross floor area) or up to 2 building applications. A further \$100.00 will be charged for each 1000m <sup>2</sup> up to 5000m <sup>2</sup>	\$ 969.00 <input type="checkbox"/> \$ _____ <input type="checkbox"/>	PP REGCOM PP REGCOM

\*GST: All the fees quoted on this application are GST Free excluding responses by facsimile within Australia



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**8. PLANNING AND DEVELOPMENT CERTIFICATE**

Limited Certificate (provided within 5 business days)

Standard Certificate (provided within 10 business days)

Full Certificate (provided within 30 business days)

\$ 109.00 <input type="checkbox"/>	RC 6261
\$ 750.00 <input type="checkbox"/>	PPDA
\$ 2,087.00 <input type="checkbox"/>	PPDA

**9. FLOOD SEARCH**

If response required by Fax (GST inclusive)\*

\$ 73.00 <input type="checkbox"/>	7058
\$ 8.00 <input type="checkbox"/>	1116

**10. PRESCRIBED ACTIVITY LICENCE INSPECTION REPORT**

**Contract of sale is required.** (Report provided within 15 business days)

(The current proprietor's written authorisation to disclose the information contained in the inspection report is required)

**a) Inspection Report**

- Animal Vending
- Entertainment Venue
- Kennels / Cattery
- Prescribed Accommodation
- Home Business
- Itinerant Vendor
- Markets
- Premises with Dangerous Fencing
- Relocatable Home Park

\$ 303.00 <input type="checkbox"/>	RC (1200)
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	

**b) Database Report**

- Animal Vending
- Entertainment Venue
- Kennels / Cattery
- Prescribed Accommodation
- Home Business
- Itinerant Vendor
- Markets
- Premises with Dangerous Fencing
- Relocatable Home Park

\$ 49.00 <input type="checkbox"/>	RC (1200)
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	
\$ as above <input type="checkbox"/>	

**11. FOOD BUSINESS LICENCE REPORT**

**Contract of sale is required.** (Report provided within 15 business days)

(The current proprietor's written authorisation to disclose the information contained in the inspection report is required)

**a) Inspection Report**

**b) Database Report**

\$ 398.00 <input type="checkbox"/>	RC (1201)
\$ 89.00 <input type="checkbox"/>	RC (1201)

**12. HIGHER RISK PERSONAL APPEARANCE SERVICE LICENCE REPORT**

**Contract of sale is required.** (Report provided within 15 business days)

(The current proprietor's written authorisation to disclose the information contained in the inspection report is required.)

**a) Inspection Report**

**b) Database Report**

\$ 303.00 <input type="checkbox"/>	RC (1202) RC (1202)
\$ 49.00 <input type="checkbox"/>	

**13. ENVIRONMENTALLY RELEVANT ACTIVITY/ FLAMMABLE & COMBUSTIBLE LIQUID INSPECTION LICENCE REPORT**

**Contract of sale is required** (Report provided within 15 business days)

(The current proprietor's written authorisation to disclose the information contained in the inspection report is required)

**a) Inspection Report**

**b) Database Report**

\$ 398.00 <input type="checkbox"/>	RC (1103) RC (1103)
\$ 89.00 <input type="checkbox"/>	

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**14. ADVERTISEMENT LICENCE REPORT**

- a) Inspection Report
- b) Database Report

\$ 303.00 <input type="checkbox"/>	RC (1110)
\$ 49.00 <input type="checkbox"/>	RC (1110)

**C. COPIES OF APPROVED PLANS/DOCUMENTS**

Area A (See Appendix)

**15. APPROVED BUILDING PLAN** (Owner's written authorisation or a copy of the executed REIQ contract is required for these requests)

\$ 111.00 <input type="checkbox"/> (Up to 2 Building Applications)	3027
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**16. BUILDING CERTIFICATE OF CLASSIFICATION (C of C)**

- Copy of existing C of C - Unknown No. (provided within 5 business days)
- Copy of existing C of C - Number known (provided within 2 business days) Please provide C of C Number: \_\_\_\_\_  
(If C of C number not known, please tick "Unknown No." search)

\$ 101.00 <input type="checkbox"/>	AP REGCOM
\$ 50.50 <input type="checkbox"/>	AP REGCOM

**17. NON-RESIDENTIAL DRAINAGE PLAN (Please see C, 17)**

\$ 65.00 <input type="checkbox"/> (Per A4 or A3 Page)	4155
\$ 120.00 <input type="checkbox"/> (Per A1 Page)	4155

**TOTAL**

**Disclaimer of Liability.** The information provided on this search will be extracted from Council's records in response to your request. The Council 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 upon the information supplied for the purposes of determining whether any particular facts or circumstances exist and Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own advice on these matters. The Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied will be included in the information supplied.

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## Application for NON-RESIDENTIAL Property Information

A GENERAL NON-RESIDENTIAL PROPERTY INFORMATION		
Type of Property Search	Information provided in respect of search	
1.	Improved Land	<b>a. Property:</b> Details of ownership, location, real property description and area of the property.
		<b>b. Valuation:</b> Details of the unimproved capital value and rateable value.
		<b>c. Rates:</b> Details of the amount of rates levied, arrears, interest and discounts.
		<b>d. Planning &amp; Development:</b> Details of Zoning, Planning Scheme provisions, including Vegetation Management and building envelopes applying specifically to the property. <i>Category B8 Searches are required for detailed information.</i>
		<b>e. Building Work:</b> Details of applications received ONLY. Information DOES NOT INCLUDE approval status or lapsed application or if a Certificate of Classification has been issued. <i>Category B6 or B7 Searches are required for detailed information.</i>
		<b>f. Flooding:</b> Details if property is flood affected. <i>Category B9 is required for detailed information.</i>
		<b>g. Engineering:</b> Details of resumptions and realignments.
		<b>h. Water consumption:</b> Details of a special water meter reading.
2.	Unimproved Land	Search items a to g as listed above
3.	Rates Financial Details	Search items a to c as listed above
4.	Special Water Meter Reading	Search items a, b and h as listed above
5.	Trade Waste	<p><b>Trade Waste:</b> means water-borne waste from business, trade or manufacturing premises, other than:</p> <ul style="list-style-type: none"> <li>i) waste that is a prohibited substance; or</li> <li>ii) human waste; or</li> <li>iii) stormwater</li> </ul> <p>Search details of the amount of trade waste charges to be levied and arrears held in the trade waste system for the property.</p>
B. DETAILED NON-RESIDENTIAL PROPERTY INFORMATION		
6.	Building/Plumbing and Drainage work approval report.	Report on building, plumbing and drainage work approvals, including swimming pools, but does not include copies of approved plans. <ul style="list-style-type: none"> <li>• Standard search provided in 10 business days.</li> </ul>
7.	Building/Plumbing and Drainage work inspection report.	(I) Inspection of the building, plumbing and drainage work on the property, including swimming pool and fence compliance. (II) Report on building, plumbing and drainage work approvals but does not include copies of approved plans. (III) Compliance certificate. <ul style="list-style-type: none"> <li>• Standard search provided in 10 business days.</li> </ul>
8.	Planning & Development certificate.	<b>Limited</b> The designations that apply to the premises such as: Zoning, Overlays, Structure Plans, Vegetation Management, Remnant Vegetation and any infrastructure charge for the premises that has not been paid.
		<b>Standard</b> A standard planning and development certificate, in addition to the information contained in a limited planning and development certificate, will include the following information for premises: <ul style="list-style-type: none"> <li>a) a copy of every decision notice or negotiated decision notice for a development approval that has not lapsed;</li> <li>b) details of any minor changes to the development approval;</li> <li>c) a copy of any judgement or order of the court about the development approval;</li> <li>d) a copy of any agreement to which the local government or a concurrence agency is a party about a condition of the development approval;</li> </ul>

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		<p><b>Full</b> A full planning and development certificate, in addition to the information contained in a limited and standard planning and development certificate, will include the following information for premises:</p> <p>a) if there is currently in force for the premises a development approval containing conditions (including conditions about the carrying out of works or the payment of money, other than under an infrastructure agreement) – a statement about the fulfilment or non-fulfilment of each condition, at a stated day after the day the certificate was applied for;</p> <p>b) if there is an infrastructure agreement to which the local government is a party –</p> <p>(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</p> <p>(ii) details of the giving of any security and whether any payment required to be made under the security has been made;</p> <p>c) advice of –</p> <p>(i) any prosecution for a development offence in relation to the premises of which the local government is aware; or</p> <p>(ii) proceedings for a prosecution for a development offence in relation to the premises of which the local government is aware.</p>
9.	Flood Search	Details whether a property is flood affected or not, and the flood level applicable to that property. Should an applicant wish to pursue any building, filling or excavation, a detailed flood report is available at extra cost. Contact City Works.
10.	Prescribed Activity Licence Search.	<p><b>a) Inspection Report:</b> Current status of the Licensed Premises including a report advising the currency of licence and compliance with the licence conditions.</p> <p><b>b) Database Report:</b> Certificate of currency of licence from Council records.</p>
11.	Food Business Licence Inspection Search.	<p><b>a) Inspection Report:</b> Current status of the Food Business including a report advising the currency of the licence and compliance with the Food Act 2006, including the Food Safety Standards.</p> <p><b>b) Database Report:</b> Certificate of currency of licence from Council records</p>
12.	Higher Risk Personal Appearance Licence Search.	<p><b>a) Inspection Report:</b> Current status of the Higher Risk Personal Appearance Service Premises including a report advising the currency of the licence or registration and compliance with the Public Health (Infection Control for Personal Appearance Services) Act 2003.</p> <p><b>b) Database Report:</b> Certificate of currency of licence from Council records.</p>
13.	Environmentally Relevant Activity/Flammable & Combustible Liquid Licence Search.	<p><b>a) Inspection Report:</b> Current status of the subject premises including a report advising the currency of the licence and compliance with the licence conditions.</p> <p><b>b) Database Report:</b> Certificate of currency of licence from Council records.</p>
14.	Advertisement Licence Report.	<p><b>a) Inspection Report:</b> Current status of the subject premises including a report advising the currency of the licence and compliance with the licence conditions.</p> <p><b>b) Database Report:</b> A report detailing the certificate of currency of any licensed advertisements and details of such advertisements licensed.</p>
<b>C. COPIES OF APPROVED PLANS/DOCUMENTS</b>		
15.	Approved building work plan search.	<p>Copies of approved plans for building work.</p> <ul style="list-style-type: none"> <li>Plans provided within 5 business days</li> </ul>
16.	Copy of existing Certificate of Classification (C of C)	Copies of Certificate of Classification for Class 2 - 9 Building Work.
17.	Approved drainage work plan search.	<p>Copies of approved plans for drainage work.</p> <ul style="list-style-type: none"> <li>Plans provided within 5 business days</li> </ul> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>This is a search fee and will not be refunded if no plans are recovered by Council</li> <li>Council has no plans for the former Beaudesert Shire Council pre 1995</li> </ul>

- NOTE:**
- The search application will be commenced upon the receipt of the correct fee. The lodgement of an incorrect fee may cause a delay in processing.
  - Other transfer processes may apply for the transfer of licences.

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# PAYMENT OPTIONS

**PLEASE NOTE: PAYMENT MUST BE RECEIVED PRIOR TO COMMENCEMENT OF PROCESSING SEARCH APPLICATION**

**A CHARGE WILL BE MADE ON ANY CHEQUE DISHONoured**

**Paying In Person:**

Present your search application together with your payment in cash, cheque, money order or credit card at the following Customer Service Centres:

- **Logan City Council Administration Centre**, 150 Wembley Road, LOGAN CENTRAL 4114  
Office Hours: **8am to 5pm** weekdays
- **Beenleigh Office**, 58 - 60 Manila Street, BEENLEIGH 4207  
Office Hours: **8am to 4.45pm** weekdays
- **Jimboomba Office**, 18 - 22 Honora Street, JIMBOOMBA 4280  
Office Hours: **8am to 4.45pm** weekdays

EFTPOS facilities are also available for your convenience.

**Paying By Mail**

Make your cheque or money order payable to **Logan City Council** and post it with your Search application to Chief Executive Officer, Logan City Council, PO Box 3226, Logan City DC Qld 4114 or complete the following Credit Card Details if paying by Credit Card.

**Paying by Credit Card**

Please complete the following Credit Card details if you are making payment with a Credit Card.

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## Credit Card Details

Mastercard

Visa

Card Number

Expiry Date

Cardholders Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

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