



Land Record Search Request Form

2026-27

Applicant Details

Your Reference:		Date:	
Company:			
Contact Name:			
Postal Address:			
Email:			
Phone:			

Property Details

Vendor:	
Purchaser:	
Property Address:	
Lot & Plan Number/s:	
Settlement Date:	

Fees and Charges (inc. GST)

Rates

Rate and Property Search	<i>Up to 5 working days from the first working day after receipt</i>	<input type="checkbox"/>	\$187.00
Urgent Rate & Property Search	<i>Up to 3 working days from the first working day after receipt</i>	<input type="checkbox"/>	\$395.00

Water Meter Reads

Water Meter Read	<i>Special Read</i>	<input type="checkbox"/>	\$36.00
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Buildings

Copy of Certificate of Occupancy		<input type="checkbox"/>	\$128.00
Building Permit Search		<input type="checkbox"/>	\$128.00
Domestic building plans (including photocopies)		<input type="checkbox"/>	\$128.00
Search & copy of existing drainage plans		<input type="checkbox"/>	\$128.00

Town Planning

Limited Certificate	<i>5 working days from date of receipt</i>	<input type="checkbox"/>	\$190.00
Standard Certificate	<i>10 working days from date of receipt</i>	<input type="checkbox"/>	\$660.00
Full Certificate	<i>30 working days from date of receipt</i>	<input type="checkbox"/>	\$3,300.00

Total \$ _____

Information Privacy Statement: Your personal information has been collected for the purpose of assessing your application for a land search. The collection of this information is in accordance with the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Town Authority business. Your personal information is handled in accordance with the Information Policy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Town Authority permission, or the disclosure is required by law. The information requested by you will be extracted from Town Authority's records in response to your request. The Town Authority'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. Person's making decisions with financial or legal implications will not be able to rely upon the information supplied for the purpose of determining whether any particular facts or circumstances exist, and the Town Authority expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Town Authority (and its offers and agents) contract to supply information only on the basis. Further information on the limits of the information supplied maybe included in the information supplied.

Customer Summary: Fees are charged primarily for the time taken to search town authority records and to a much lesser degree to provide a copy of the requested item. Consequently, there will be no refunds in the event the search was not successful. The records are supplied on the basis that no responsibility for loss occasioned to any person acting or refraining from acting in reliance upon the records is accepted by Weipa Town Authority or its staff.

Signature: _____ Date: _____

Payment Authority

Enclosed is a cheque payment to the value of \$

Please charge my credit card to the value of \$

Name on card	
Card Number	
Expiry Date	
CVV	
Signature	

Office use only

Receipt No	
Date	
Due Date	
Processed by	
Checked by	