

Rates, Water & Property Searches

The purpose of this Fact Sheet is to assist applicants in understanding what information they will receive from each of the Property Searches Council has on offer. By understanding the type of information each Property Search provides, it should assist applicants in choosing the correct search for their requirements. Council provides this information as a guide only and recommends you seek legal advice regarding your specific situation.

Council offers the following property search requests

RATES AND WATER SEARCHES

Rates Search (without water meter reading)

You will receive the following information:

- Rates details and Property Description including –
 - Assessment number
 - Lot and Plan number
 - Property area
 - Valuer General's valuation
 - Rate group and classification differential
 - Property vacancy land status
- Rate Position –
 - Property owner name and address
 - Date rates levy and fire levy paid to
 - Half yearly rates levy charges for the current billing period for the financial year
 - Breakdown of rates levy charges, comprising of the following information:
 - General rates
 - Water access charge
 - Sewerage
 - Garbage
 - Environment levy
 - Fire levy
- Owing balance of –
 - Rates levy
 - Water levy
 - Arrears inclusive of interest and other charges
- Amount paid for current rates levy billing period
- When next levy/invoice will be issued
- Applicable change of ownership fee
- Any applicable information in relation to the property, i.e. – previously exempt from rates etc.

Rates Search (with water meter reading)

You will receive the following information:

- All information as listed above for Rates Search (without water meter reading)
- Water Consumption status and estimated charges –
 - Confirmation whether the property has a half yearly/quarterly water consumption charge
 - Details of connected water meter/s, comprising of the following information:
 - Number of water meters installed
 - Largest meter size
 - Annual access charge
 - Active meter number
 - Opening and special water meter readings, dates and water consumption recorded in kilolitres
 - Estimation of when the next water consumption notice will be issued and for what billing period/s
 - Confirmation of whether the property currently receives a concession.

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Special Water Meter Reading

You will receive the following information:

- Rates details and Property Description including –
 - Property owner name and address
 - Assessment number
 - Lot and Plan number
 - Property area
 - Valuer General's valuation
 - Rate group and classification differential

- Water Consumption status and estimated charges –
 - Confirmation whether the property has a half yearly/quarterly water consumption charge
 - Property vacancy land status
 - Details of connected water meter/s, comprising of the following information:
 - Number of water meters installed
 - Largest meter size
 - Annual access charge
 - Active meter number
 - Opening and special water meter readings, dates and water consumption recorded in kilolitres
 - Estimation of when the next water consumption notice will be issued and for what billing period/s
 - Confirmation of whether the property currently receives a concession.

BUILDING, PLUMBING & HEALTH REPORT

As part of this property search request, you receive the following information:

- Building matters –

A list of building permits (if any) held on file which will include the following information:

 - Applicable building permit number
 - Brief description of works approved under the building permit
 - Building permit issue date
 - Building permit finalisation date
 - Where Council records indicate the permit has not been finalised, Council will confirm whether a final inspection is required to be undertaken

- Plumbing matters –
 - Plumbing compliance notice/s issued and held on file

- Drainage and Sewerage matters –
 - Copy of plans/drawings held on file

- Environmental Health matters –
 - Licenses
 - Registration(s) or Certificates Issued
 - Expiry date and applicable annual fee

- Local Laws matters –
 - Description of Registration(s) Issued
 - Expiry date and applicable annual fee.

Note: Building, Plumbing and Health reports do not include copies of any building plans or documents other than Drainage and Sewerage Plans (if held on file).

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Please also note that by submitting to Council a Search Request Form for this search you acknowledge and accept that Council contracts to provide you with the requested information subject to the below disclaimer:

The information contained in this search response in relation to records of building applications and certificates was extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of matters relating to the property or the degree of compliance with relevant legal requirements.

Please be advised that no inspection of the property is undertaken to determine whether the mentioned building/structures/alterations still exist or if modifications have been undertaken. Furthermore, the search document does not take into account any buildings, developments and/or activities that may have commenced without Council's knowledge.

It is important to note that Council provides information recorded on Council property file(s) requested as part of the Property Search Request and is not permitted to provide confirmation/information as to whether all existing buildings on site are lawful or not. It is the responsibility of the purchaser to obtain their own legal advice about whether or not building permit/s were required having regard to specific consideration of all relevant laws in force at the time.

Persons making decisions with financial or legal implications must not rely upon any part of this search response for the purpose of determining whether any particular facts or circumstances exist, and Council (and its officers and agents) expressly disclaim responsibility for any loss or damage suffered as a result of placing reliance upon this information. Persons should obtain their own professional advice regarding these matters. The Council (and its officers and agents) contracts to supply the information on this basis. Further information on the limitations of the information supplied is included as part of this search response.

BUILDING, PLUMBING, HEALTH & OTHER REQUISITION SEARCH

As part of this property search request, you will receive the following information:

- All information listed above for Building, Plumbing & Health Report, and
- Any known outstanding requisitions on the property including Plumbing, Environmental Health or Local Law requirements for the property, being:
 - Non-Compliance Notices
 - Building Over a Sewer Acknowledgment and Indemnity for building over Council sewer
 - Food Business Licenses and current Registrations required on property.

Note: Building, Plumbing, Health & Other Requisition searches do not include copies of any building plans or documents other than a Requisition document if applicable, or Drainage and Sewerage Plans (if held on file).

Please note that by submitting to Council a Search Request Form for this search you acknowledge and accept that Council contracts to provide you with the requested information subject to the below disclaimer:

The information contained in this search response in relation to records of building applications and certificates and the known outstanding requisitions on the property to which the search extends was extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of matters relating to the property or the degree of compliance with relevant legal requirements.

Please be advised that no inspection of the property is undertaken to determine whether the mentioned building/structures/alterations still exist or if modifications have been undertaken. Furthermore, the search document does not take into account any buildings, developments and/or activities that may have commenced without Council's knowledge.

It is important to note that Council provides information recorded on Council property file(s) requested as part of the Property Search Request and is not permitted to provide confirmation/information as to whether all existing buildings on site are lawful or not. It is the responsibility of the purchaser to obtain their own legal advice about whether or not building permit/s were required having regard to specific consideration of all relevant laws in force at the time.

Persons making decisions with financial or legal implications must not rely upon any part of this search response for the purpose of determining whether any particular facts or circumstances exist, and Council (and its officers and agents) expressly disclaim responsibility for any loss or damage suffered as a result of placing reliance upon this information. Persons should obtain their own professional advice regarding these matters. The Council (and its officers and agents) contracts to supply the information on this basis. Further information on the limitations of the information supplied is included as part of this search response.

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CERTIFICATE OF OCCUPANCY (formerly Certificate of Classification)

As part of this property search request, you receive the following information:

- List of Class 1b-9 building permits held on file, approval and final date, if applicable
- Copies of certificates held on file**
- Where no certificate is held on file, Council provides information as to whether a Certificate of Occupancy is required to be obtained based on the information it has on file with respect to the class of the building. Please note however, that this is information only and is not legal advice.

Please note that by submitting to Council a Search Request Form for this search you acknowledge and accept that Council contracts to provide you with the requested information subject to the below disclaimer:

The information contained in this search response in relation to your request for a certificate of occupancy was extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of matters relating to the property or the degree of compliance with relevant legal requirements.

Persons making decisions with financial or legal implications must not rely upon any part of this search response for the purpose of determining whether any particular facts or circumstances exist, and Council (and its officers and agents) expressly disclaim responsibility for any loss or damage suffered as a result of placing reliance upon this information. Persons should obtain their own professional advice regarding these matters. The Council (and its officers and agents) contracts to supply the information on this basis. Further information on the limitations of the information supplied is included as part of this search response.

**** An Acknowledgement & Indemnity Form must be completed and accompanied with a letter from the property owner authorising the third party to collect copies of the Certificate of Occupancy/s.**

PLANNING & DEVELOPMENT CERTIFICATES

There are three (3) types of Planning & Development Certificates:

- Limited
- Standard**
- Full**

**** An Acknowledgement & Indemnity Form must be completed and accompanied with a letter from the property owner authorising the third party to collect copies of documentation and/or plans covering Standard and/or Full Planning & Development Certificates.**

The certificates must include the information prescribed by regulation. Details of current inclusions for Limited, Standard and Full Planning & Development Certificates are regulated by the Queensland Government and can be found on the *Queensland Government Queensland Legislation* website.

To view the information, follow the instructions below:

- Click on the Queensland Legislation link - <https://www.legislation.qld.gov.au/>
- Select "*In force legislation*" from the tabs along the top green header
- Locate heading "Subordinate Legislation" and select "*P*" (for subordinate planning regulation)
- The "Results" table will appear below with all regulations beginning with the letter "P" and are listed in alphabetical title order. Scroll through pages (at the bottom right-hand side of your screen) until you see the current listed "Planning Regulation", place your cursor on the title and click
- This will take you to a new screen and the current Planning Regulation content will appear on your screen with the Regulation's table of contents shown on the left-hand side of your screen
- Using the scroll bar, scroll down the table of contents (left-hand side of screen) and click on "*Schedule 23 Content of planning and development certificates*"
- Schedule 23 content will appear on the right-hand side of your screen which lists the information Councils are required to provide under each of the Limited, Standard and Full Planning and Development Certificates.

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COMPLETE FILE SEARCH WITH PLANNING & DEVELOPMENT CERTIFICATE

You will receive all three (3) searches listed below:

- Rates Search with Water Meter Reading
- Building, Plumbing, Health & Other Requisition Search
- As nominated Planning & Development Certificate (you are required to nominate which Planning & Development Certificate you are requesting:
 - Limited or
 - Standard or
 - Full.

Information provided by Council is as listed in the current Planning Regulation, refer to instructions above on how to view this information.

HOW TO REQUEST A PROPERTY SEARCH

Step 1

Complete the front and back of the Search Request Form which can be downloaded from Council's website under Development and Land Use Forms using the following links:

<https://www.mountisa.qld.gov.au/downloads/download/73/development-and-land-use-forms>

Step 2

Lodge the request form and pay applicable fee (a search fee is applicable to each allotment/parcel requested).

Note: For Rates searches only, the search fee is applicable to each property assessment.

Lodgement and payment can be completed:

- Over the counter at the Council Administration Building, situated at 23 West Street, Mount Isa
- By emailing the search request form to city@mountisa.qld.gov.au including payment information, or by paying over the phone by contacting Council Administration on (07) 4747 3200.

GENERAL CONSIDERATIONS

Mount Isa City Council has a record of approved building applications from approx.1966 to present. Building file records Council received from the former Cloncurry Shire Council for properties may be incomplete in so far as they relate to building work carried out prior to 1966.

Should you wish to view the building file/s at Council's Administration Building, 23 West Street, Mount Isa, a non-refundable building file search fee applies (please refer to "Building Records – Residential and Building Records – Commercial" in Council's Cost Recovery Fees for the current financial year which are available on Council's website):

<https://www.mountisa.qld.gov.au/home-property/fees-charges>

Mount Isa City Council cannot guarantee that information requested will be available on Council records. Please note that a Building Records Request Form will need to be completed, which is available on Council's website.

<https://www.mountisa.qld.gov.au/downloads/download/73/development-and-land-use>

Additionally, should copies be required, an Owner's consent will also need to be lodged (if request is from Non-Owner) before any copies can be provided.

SWIMMING POOLS

All **swimming pools** are required to have childproof fencing in accordance with the amendment to the Building Act 1975. All regulated pools are required to be registered on the QBCC Pool Safety Register. A pool safety certificate is also required when selling a property with a regulated pool, unless the owner gives the buyer a **Form 36-Notice of No Pool Safety Certificate prior to entering a contract of sale** and sends a completed copy of the form to QBCC before settlement. If a property with a regulated pool is proposed to be leased, a pool safety certificate must be obtained before entering into an accommodation agreement. You should obtain your own legal advice concerning whether a pool safety certificate is required. Pool safety inspectors can only issue a certificate when they have placed the certificate details onto the pool safety register. Pool Owners and others, such as Real Estate Agents and Solicitors are able to search the register for confirmation - <https://my.qbcc.qld.gov.au/s/pool-register>