

Biorecure and Environmental Health Compliance Search Request Form

COMPLIANCE SEARCH IMPORTANT NOTE: One form and payment for each search.

Search Fees vary, refer to Council's Fees and Charges or Contact Council to discuss your options.

Select One	Site Inspection	Desktop Inspection
	<input type="checkbox"/> Caravan Park (CP) <input type="checkbox"/> Commercial Activity (COA) <input type="checkbox"/> Higher Risk Personal Appearance Service (SKIN) <input type="checkbox"/> Food Business (FOOD) <input type="checkbox"/> Environmentally Relevant Activity (ERA) <input type="checkbox"/> Property Pest (weed & animal)/Biorecure Inspection	<input type="checkbox"/> Caravan Park (CP) <input type="checkbox"/> Commercial Activity (COA) <input type="checkbox"/> Higher Risk Personal Appearance Service (SKIN) <input type="checkbox"/> Food Business (FOOD) <input type="checkbox"/> Environmentally Relevant Activity (ERA) <input type="checkbox"/> Property Pest (weed & animal)/Biorecure Inspection
	Urgent Compliance Inspection (within 48 Hours) - <input type="checkbox"/> Caravan Park (CP) <input type="checkbox"/> Commercial Activity (COA) <input type="checkbox"/> Higher Risk Personal Appearance Service (SKIN) <input type="checkbox"/> Food Business (FOOD) <input type="checkbox"/> Environmentally Relevant Activity (ERA)	

APPLICANT/S DETAILS

Name: _____

Postal Address: _____

Applicants Reference: _____ Phone: () (W) Phone: () (H)

Email: _____ Mobile: _____ Fax: ()

Purchasers Name: _____

BUSINESS DETAILS

Business Trading Name: _____

Business Address: _____

Description of Land: Lot No. _____ Plan No. _____

Date of Settlement: _____

AUTHORISATION

I authorise an inspection to be conducted on the premises, activity, Council Records and understand that an inspection report will be issued to the applicant.

Current Licence / Permit Holder : _____ Licence/Permit number: _____

Name of Signatory : _____ Position : (Proprietor, Director, Manager)

Signature : _____ Date: _____

TERMS AND CONDITIONS OF COUNCIL PROVIDING REQUESTED SEARCH INFORMATION

The information provided on any search will be extracted from Council's records in response to this request. The Council records do not necessarily reflect the actual state of the property or matters relating to the property to 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.

The Gladstone Regional Council is collecting your personal information for processing of your search request. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

PAYMENT OPTIONS

- IN PERSON:** You may pay in person at any of Council's Administration Centres. Cashier hours may vary at each office. General cashier hours are from 8.30am to 4.45pm Monday to Friday.
- CREDIT CARD:** To Pay via Credit Card – please tick this box and Customer Solutions will call for payment over the phone – prior to processing the application.
- POST:** Cheque/Money Order payable to: Gladstone Regional Council, PO BOX 29, GLADSTONE DC QLD 4680

OFFICE USE ONLY

Search No.:	Amount Paid: \$	Receipt No.:
Date:	Billing No.:	Licence No.:

- IMPORTANT NOTE: URGENT REQUESTS ARE SUBJECT TO AVAILABILITY – PLEASE CALL PRIOR TO SUBMITTING COMPLIANCE SEARCH FEES - Receipt Code RC720 Property Pest/Biorecure OR Relevant Licence for All Others Not for profit exempt from fees (must be authorised by Manager Biorecure and Environmental Health)