

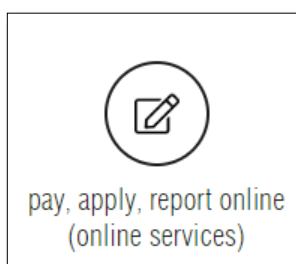
### **Lodgement of Planning & Development Search Requests**

**Step 1:** Become a [registered user](#) with Council. (One off action)


Once the application has been submitted, you will receive an email confirming your application has been lodged. The email will also advise you that you will be unable to sign in until a Council officer matches your details in our system. This can generally take up to 2 working days. Once you receive an email advising your application is successful, you can sign in.

Note: A customer can lodge the Search Requests as a public user of the website and does not need to become a registered user. However, it is easier to track the progress of your Search Requests if you are a registered user and as such recommended.

**Step 2:**



Within our **Pay, Apply, Report Online (Online Services)**, navigate to **Council Searches** by clicking on the **Applications** Tile



**Applications**

Click on the icon to lodge an application. There are many Application types available, such as;

- Lilley's beach vehicle permits,
- Building and plumbing,
- Development applications,
- Driveways, Works on Roads,
- Water Services Applications,
- Cemetery Applications,
- Council Searches (Registered Users Only)

**Step 3:** Click on the Online Searches Drop Down to open the Search options available

Select Application Type

Below is a list of the Application types that you can lodge online. Please select the required application type and click the Next button to continue.

Development Services

**Development Services are still accepting and processing applications. Please be aware that Council's time frames may be subject to some delays or a declaration issued by the Minister. Council will endeavour to notify the relevant customers during the COVID-19 period.**

Permits	▼
Building & Plumbing	▼
Planning	▼
Development Services - Other	▼
Road Services	▼
Water and Sewerage	▼
Cemetery Applications	▼
Online Searches	▼

Next

Click next to **Planning Certificates** and then click **Next**.

Online Searches ▲

Application Types	Instructions
<input type="radio"/> Building Compliance Search	
<input type="radio"/> Building Final Certificates	
<input type="radio"/> Building records search	
<input type="radio"/> Planning Certificates	<b>Apply for:</b> <ul style="list-style-type: none"><li>Limited Planning Certificate</li><li>Standard Planning Certificate</li><li>Full Planning Certificate</li></ul>
<input type="radio"/> Trade Waste Compliance Search	

Next

**Step 4:** Search for property by *Lot on Plan or Street Address*.

By *Address*...ensure the Address Search tab is selected.

The screenshot shows the 'Property Search' interface. At the top, there is a blue header with the text 'Property Search'. Below this, a grey box contains the text: 'You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.' There are two tabs: 'Address Search' (which is selected and highlighted with an orange border) and 'Parcel Search'. Below the tabs is a blue bar with the text 'Search for locations using Address details:'. Underneath, there is a section titled 'Property or Lot on Plan Search' with an unchecked checkbox for 'Advanced Search'. The form fields are: 'Street Number' (empty), 'Street Name' (empty), 'Street Type' (dropdown menu with '(any)' selected), and 'Suburb' (empty). At the bottom, there are 'Previous' and 'Search' buttons.

Enter the *Street Number*.

This screenshot shows the same 'Address Search' form as above, but with the 'Street Number' field now containing the text '101'. The other fields ('Street Name', 'Street Type', 'Suburb') remain empty. The 'Advanced Search' checkbox is still unchecked. The 'Previous' and 'Search' buttons are at the bottom.

Enter the *Street Name*. NOTE that Street Name will prefill as details are typed. Select required street name.

This screenshot shows the 'Address Search' form with '101' in the 'Street Number' field and 'Goo' in the 'Street Name' field. A dropdown menu is open below the 'Street Name' field, showing a list of suggestions: 'Goodman', 'Goodnight', 'Goody', and 'Goondoon'. The 'Goodman' suggestion is highlighted in yellow. The 'Advanced Search' checkbox is still unchecked. The 'Previous' and 'Search' buttons are at the bottom.

Enter the *Street Type*. NOTE that Street Type will prefill as details are typed. Select required street type.

The screenshot shows the 'Address Search' tab of a web application. At the top, there are two tabs: 'Address Search' (selected) and 'Parcel Search'. Below the tabs is a blue header with the text 'Search for locations using Address details:'. Underneath, there is a section titled 'Property or Lot on Plan Search' with an unchecked checkbox for 'Advanced Search'. The form contains four input fields: 'Street Number' with the value '101', 'Street Name' with the value 'Goondoon', 'Street Type' with a dropdown menu open showing a list of options, and 'Suburb' which is currently empty. The 'Street Type' dropdown menu is open, displaying a list of options: 'Street', 'L', 'Lane', 'Lawn', 'Location', 'Loop', 'M', 'Monumental', 'N', 'O', 'P', 'Parade', 'Place', 'Q', 'R', 'Rise', 'Road', 'Road Off', 'S', 'Section', and 'Street'. A 'Previous' button is visible below the dropdown. At the bottom of the form, there is a small disclaimer: 'By entering details requested and proceeding you are agreeing to [CONTACT CONDITIONS] | [TERMS AND CONDITIONS]'.

Enter the *Suburb*. NOTE that Suburb will prefill as details are typed. Select require suburb.

The screenshot shows the 'Address Search' tab of the same web application. The 'Street Type' dropdown menu is now closed, and the 'Suburb' input field contains the text 'gl'. A dropdown menu is open below the 'Suburb' field, displaying a list of suburb names: 'GLADSTONE', 'GINDORAN', 'GLADSTONE', 'GLADSTONE CEMETERY', 'GLADSTONE CENTRAL', 'GLADSTONE HARBOUR', 'GLASSFORD', and 'GLEN EDEN'. The first two items, 'GLADSTONE' and 'GLADSTONE', are highlighted in yellow. A 'Previous' button is visible to the left of the dropdown. The rest of the form, including the 'Street Number' (101), 'Street Name' (Goondoon), and 'Street Type' (Street) fields, remains the same as in the previous screenshot.

Press the Search button to commence search of properties by Address.

Address Search Parcel Search

Search for locations using Address details:

Property or Lot on Plan Search

Advanced Search

Street Number: 101

Street Name: Goondoon

Street Type: Street

Suburb: GLADSTONE

Previous Search

Number of Properties found will list.

Property Search

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

Number of Properties Found: 1

		Address	Parcel Description
<a href="#">i</a>	<input type="radio"/>	101 Goondoon Street, GLADSTONE QLD 4680	Lot 2 SP 228431

Next

Tick Property Found if Parcel Description correlates. If correct click on **Next**.

Property Search

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

Number of Properties Found: 1

		Address	Parcel Description
<a href="#">i</a>	<input checked="" type="radio"/>	101 Goondoon Street, GLADSTONE QLD 4680	Lot 2 SP 228431

Next

If incorrect, go back a page in the browser to commence another search.

Search Property By Parcel...ensure the Parcel Search tab is selected.

The screenshot shows the 'Property Search' interface. At the top, there is a blue header with the text 'Property Search'. Below the header, a message states: 'You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.' There are two tabs: 'Address Search' and 'Parcel Search'. The 'Parcel Search' tab is selected and highlighted with an orange box. Below the tabs is a blue bar with the text 'Search for locations using Parcel details:'. Underneath, there is a section titled 'Property or Lot on Plan Search' containing several input fields: 'Parcel Type' (a dropdown menu with '(any)' selected), 'Lot on Plan' (a text input field), 'Plan Type' (a dropdown menu with '(any)' selected), 'Plan Number' (a text input field), and 'Section' (a text input field). At the bottom of the form are two buttons: 'Previous' and 'Search'.

Enter the *Parcel Type*. NOTE that Parcel Type will prefill as details are typed. Select required parcel type.

This screenshot shows the same 'Property Search' interface as the previous one, but with the 'Parcel Type' dropdown menu open. The dropdown menu is positioned over the 'Parcel Type' field and lists various options: '(any)', 'Balance', 'Easement', 'Lease', 'Lot', 'Part (a) Lot', 'Part (ac) Lot', 'Part (ad) Lot', 'Part (af) Lot', 'Part (ag) Lot', 'Part (ah) Lot', 'Part (ai) Lot', 'Part (aj) Lot', 'Part (az) Lot', 'Part (b) Lot', 'Part (bz) Lot', 'Part (c) Lot', 'Part (cz) Lot', 'Part (d) Lot', and 'Part (dz) Lot'. The 'Lot' option is currently selected and highlighted in blue. The 'Previous' button is visible at the bottom left of the form area.

Enter the *Lot on Plan*.

**Property Search**

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

**Address Search** **Parcel Search**

**Search for locations using Parcel details:**

Property or Lot on Plan Search

Parcel Type

Lot on Plan

Plan Type

Plan Number

Section

Enter the *Plan Type*. NOTE that Plan Type will prefill as details are typed. Select required parcel type.

**Property Search**

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

There are no records to display.

**Address Search** **Parcel Search**

**Search for locations using Parcel details:**

Property or Lot on Plan Search

Parcel Type

Lot on Plan

Plan Type

Plan Number

Section

- PTL
- QR
- R
- RAG
- Registered Plan
- RES
- RN
- Road License
- SF
- SGP
- SL
- SL19/
- SLPF
- South End/1770 Plan
- Survey Plan
- T
- TL
- TR
- U
- UG

Enter the *Plan Number*.

Property Search

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

There are no records to display.

Address Search **Parcel Search**

Search for locations using Parcel details.

Property or Lot on Plan Search

Parcel Type: Lot

Lot on Plan: 2

Plan Type: Survey Plan

Plan Number: 228431

Section:

Previous Search

Press the Search button to commence search of properties by Parcel.

Number of Properties found will list.

Property Search

You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.

Number of Properties Found: 1

	Parcel Description		Address
	Lot 2 SP 228431	<input type="radio"/>	101 Goondoon Street, GLADSTONE QLD 4680

Next

Tick Property Found if Parcel Description correlates. If correct click on **Next**.

Number of Properties Found: 1

	Parcel Description		Address
	Lot 2 SP 228431	<input checked="" type="radio"/>	101 Goondoon Street, GLADSTONE QLD 4680

Next

If incorrect, go back a page in the browser to commence another search.



**Step 5: Add Applicant Details**

\* Indicates that the field is mandatory.

**Add Name Details**

This page allows you to enter new information about a person's contact details. Once the information has been entered click the Next button to continue.

Applicant Details

Surname	<input type="text"/>
Given Names	<input type="text"/>
Company Name	<input type="text"/>
E-Mail Address	<input type="text"/>
Address	<input type="text"/>
Suburb	<input type="text"/>
State Code	<input type="text"/>
Postcode	<input type="text"/>
Phone (Mobile)	<input type="text"/>
Phone (Business Hours)	<input type="text"/>

Enter all Details and Select **Next** to continue.

**Add Name Details**

This page allows you to enter new information about a person's contact details. Once the information has been entered click the Next button to continue.

Applicant Details

Surname	Sunil Abraham
Given Names	Meera
Company Name	GRC
E-Mail Address	meera.sunilabraham@gladstone.qld.gov.au
Address	101 Goondoon Street
Suburb	Gladstone
State Code	QLD
Postcode	4680
Phone (Mobile)	<input type="text"/>
Phone (Business Hours)	<input type="text"/>

**Step 6: Select Certificate Type and provide Details**

\* indicates that the field is mandatory.

PLEASE SELECT YOUR CERTIFICATE

Limited Planning Certificate - \$239  
 Standard Planning Certificate - \$664  
 Full Planning Certificate - \$1,763

Details

Reference No: (Solicitor Ref No otherwise, Applicants Last Name)

Date of Settlement:

Previous Next

Select the Certificate Type. By clicking next to it. Enter Details.

\* indicates that the field is mandatory.

PLEASE SELECT YOUR CERTIFICATE

Limited Planning Certificate - \$239  
 Standard Planning Certificate - \$664  
 Full Planning Certificate - \$1,763

Details

Reference No: (Solicitor Ref No otherwise, Applicants Last Name)

Date of Settlement:

Previous Next

**Step 7: Confirm Your Application**

Enter details as required, accept terms and conditions by ticking the box and select Next.

**Confirm Your Application**

Below are some of the details of your Application lodgement. Click the Next button to continue once you are sure that all of the application details have been completed correctly.

Application Type	Planning Certificates
Properties	101 Goondoon Street, GLADSTONE QLD 4680
Lodgement Fee	\$239.00
Payment Method	Credit Card
Receipt Required?	Yes
Email Address *	meera.sunilabraham@gladstone.qld.gov.au
Payer Name	MEERA
Payer Address	101 Goondoon Street

**Terms & Conditions:** The information provided on any certificate will be extracted from Council's records in response to this request. 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. Council gives no warranties as to the reliability, accuracy or completeness of the information supplied. Persons making decisions with financial or legal implications should seek independent professional advice and make their own enquiries as to the actual state of the property and will not be able to rely upon the information supplied for the purposes of determining whether any particular facts or circumstances exist. Council expressly disclaims any invitation to place such reliance on the information. Council (and its officers and agents) contract to supply information only on this basis and will not be liable for any claims in respect to any loss alleged to arise out of or in connection with the use of any information supplied.  
**Privacy Act Personal Information Collection Notice:** Gladstone Regional Council is collecting your personal information for the purposes of processing your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Your personal information will not be disclosed to third parties without your consent, or, if required to do so by law. This document is subject to the provisions of the Information Privacy Act 2009, Right to Information Act 2009 and the Public Records Act 2002.

understand and accept the terms and conditions of the application

[Previous](#) [Next](#)

**Step 8: Enter Payment details as required.**

Enter the payment details and select **Pay** to submit lodgement of request.

**Payment Entry (DemoGateway)**


Please enter your credit card details and click the "Pay" button to process your payment. Once processed you will be advised of the receipt number for your own records.

Card Number *	1111222233334444
Expiry Month	01
Expiry Year	2024
CVV Code *	123
Card Holder Name	Meera
Payment Amount	\$239.00
Transaction Reference	DA-107836

[Pay](#)

Acknowledgment of Certificate Submission.

**Certificate Submission**

 Your Certificate request has been submitted and will be processed shortly. You will receive an email verifying the details you have just submitted. As the request is processed you will receive further emails notifying you of its status. Please note your Request id (shown below) for any enquiries regarding this request.

Transaction Reference	CR-1526
Payment Date/Time	31/03/2022 12:51:52 PM
Receipt Number	DEMO-1251201

[Click to Print This Page](#)

Applicant will receive an Application Lodgement Confirmation email from Council.

Online lodgement complete.