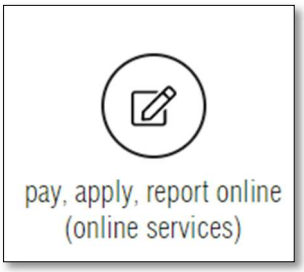
Lodgement of Building Search Requests

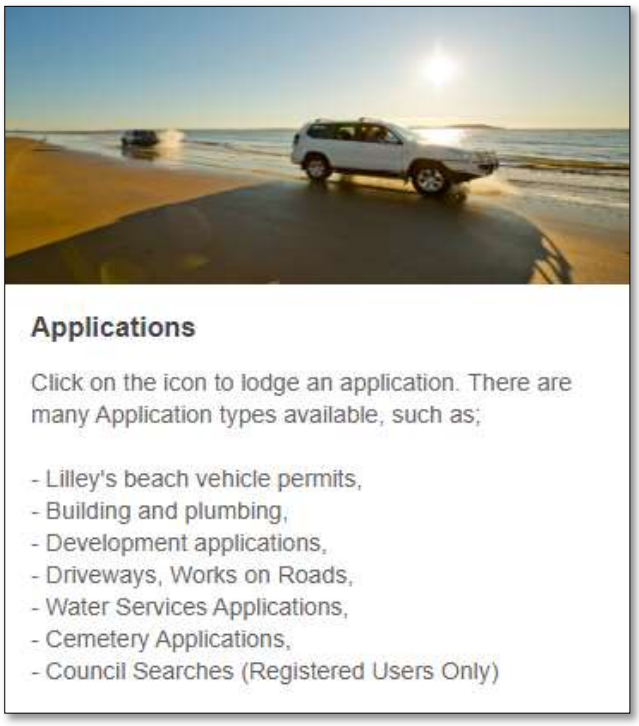
Step 1: Become a registered user with Council. (One off action)
Once the application has been submitted, you will receive an email confirming your application has been lodged. The email will also advise you that you will be unable to sign in until a Council officer matches your details in our system. 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.

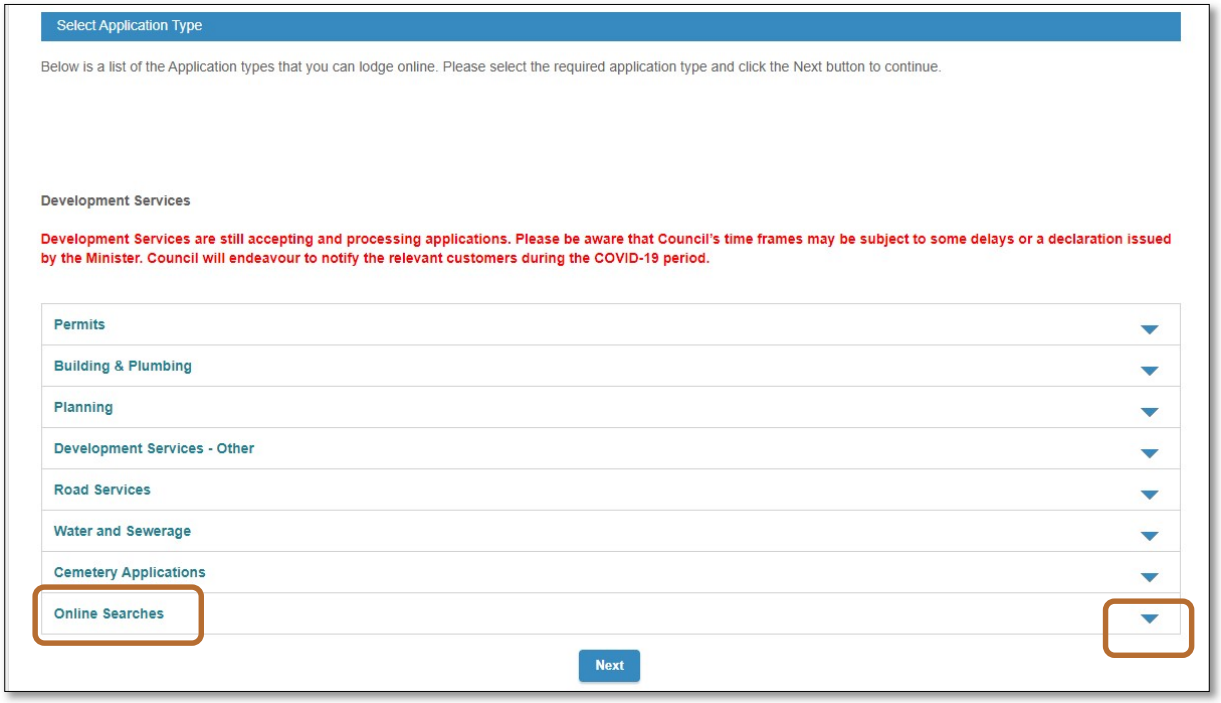
Step 2:



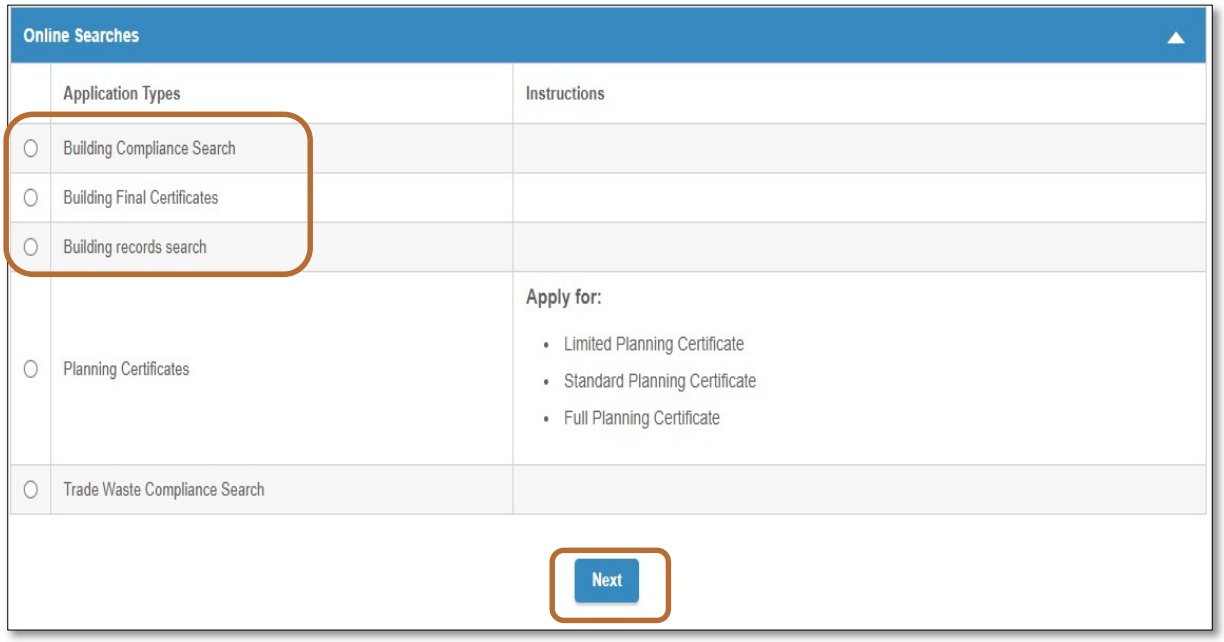
On the Gladstone Regional Council website, within our **Pay, Apply, Report Online (Online Services)**, navigate to **Council Searches** by clicking on the **Applications** Tile



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

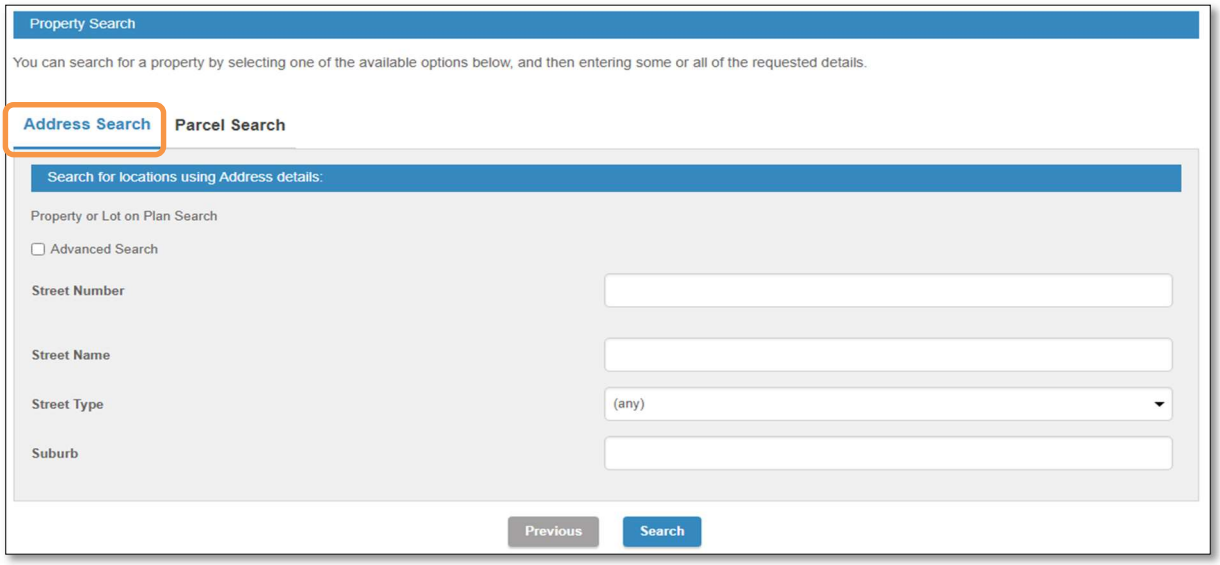


Select one of the **Building Searches** and then click **Next**.

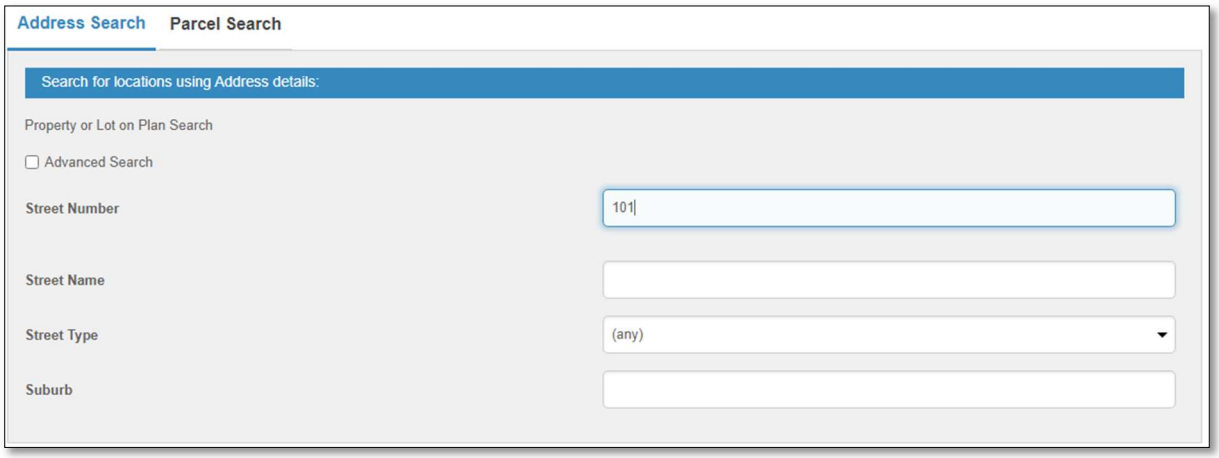


Step 4: Search for property by *Lot on Plan or Street Address*.

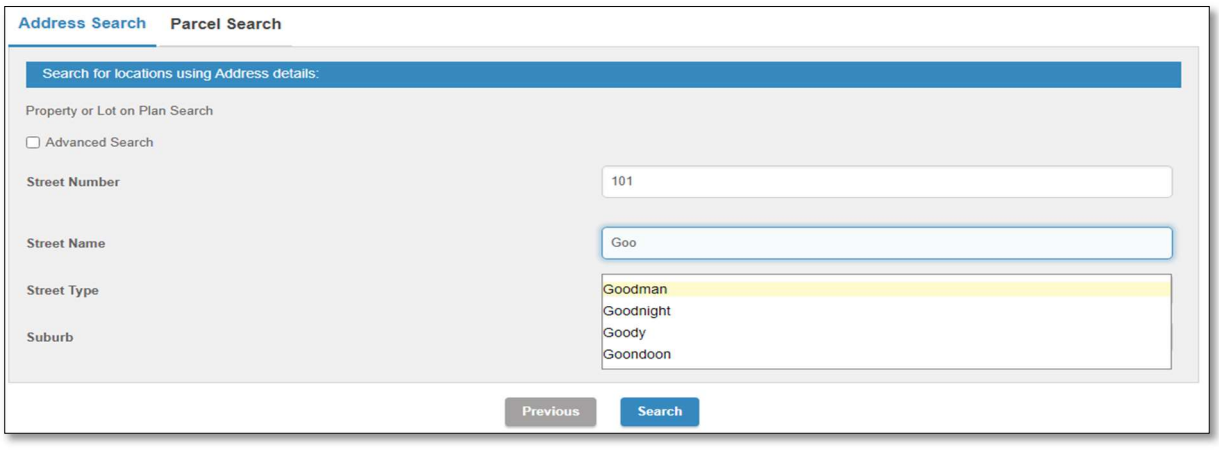
By Address…ensure the Address Search tab is selected.



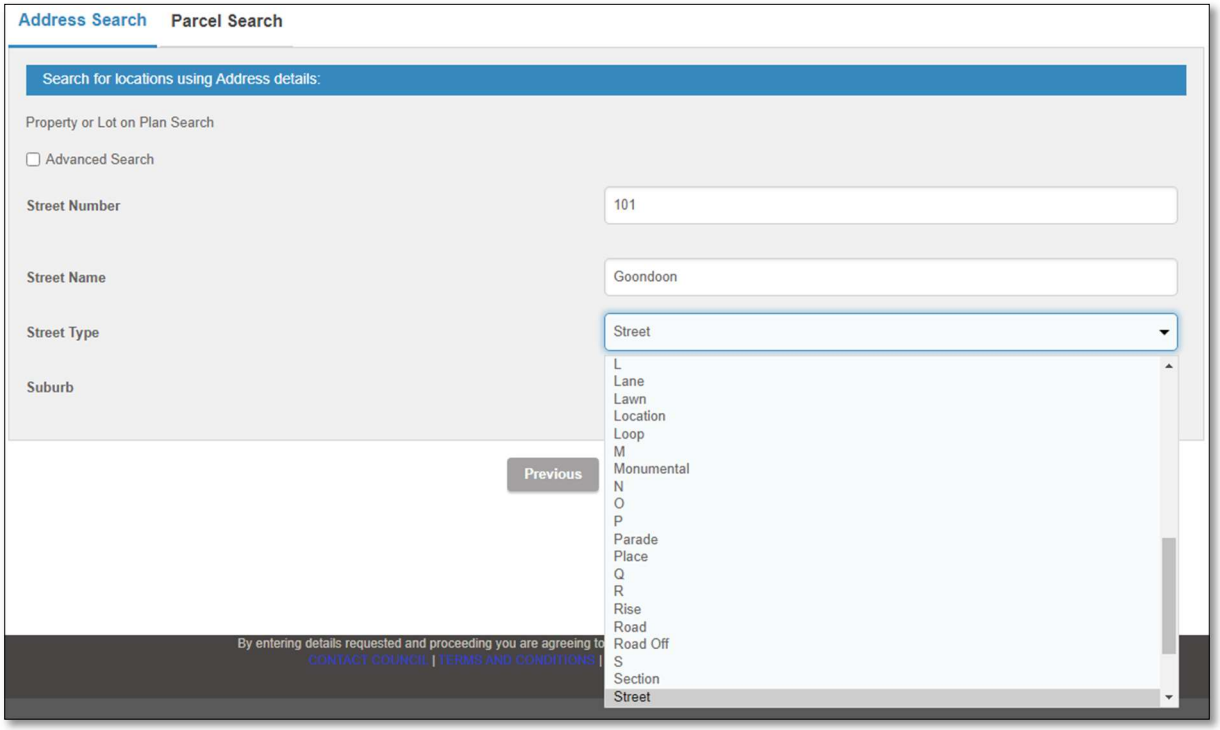
Enter the *Street Number.*



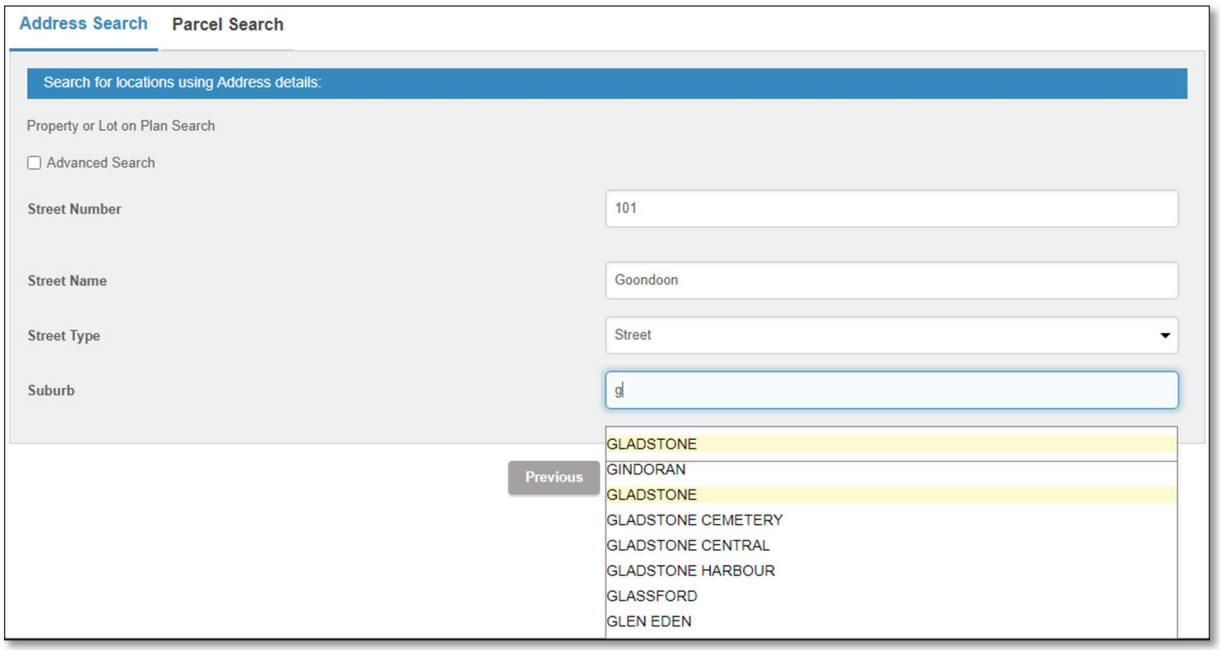
Enter the *Street Name*. NOTE that Street Name will prefill as details are typed. Select required street name.



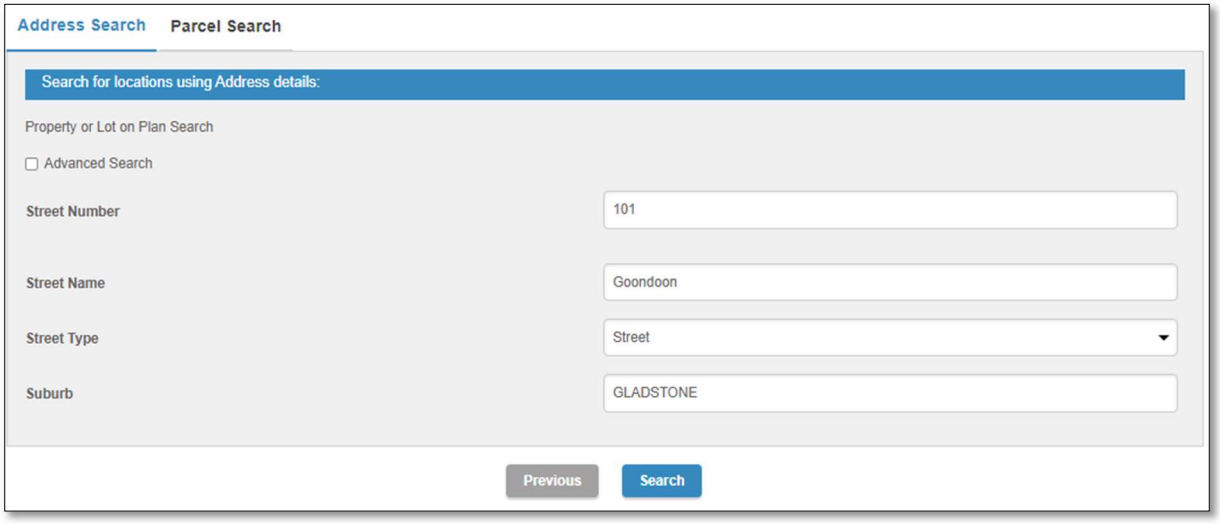
Enter the *Street Type*. NOTE that Street Type will prefill as details are typed. Select required street type.



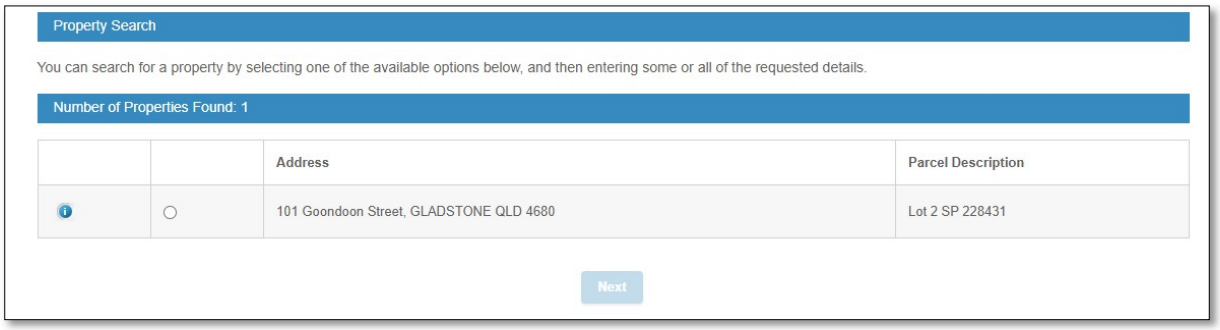
Enter the *Suburb*. NOTE that Suburb will prefill as details are typed. Select require suburb.



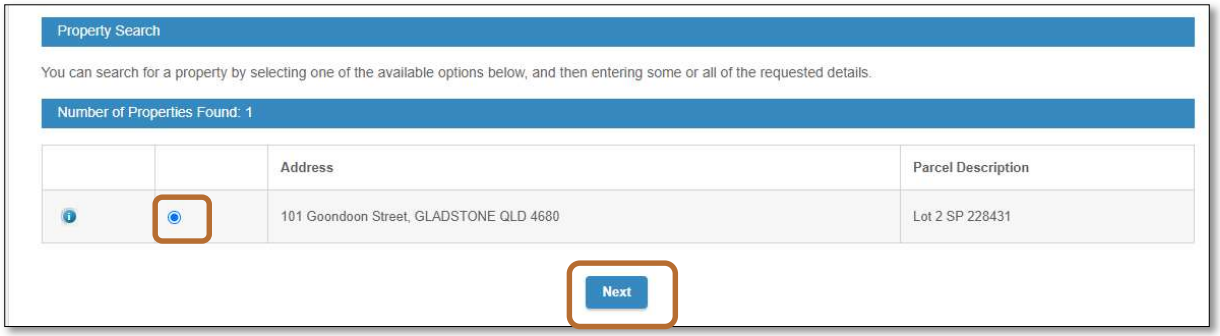
Press the Search button to commence search of properties by Address.



Number of Properties found will list.

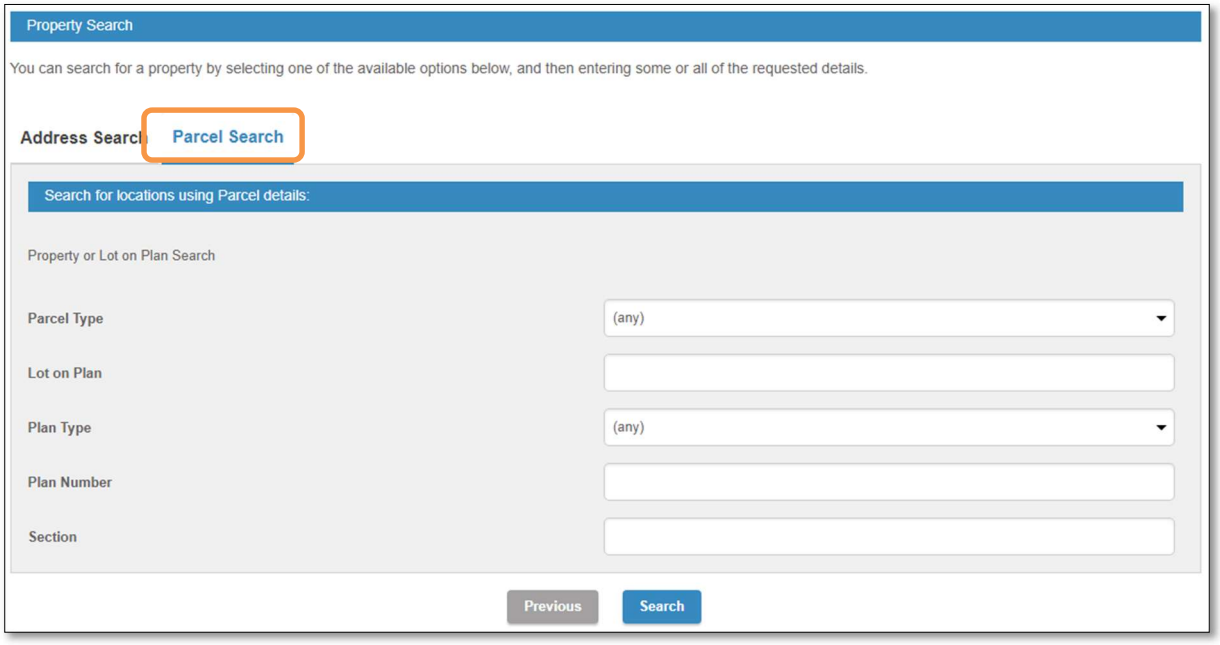


Tick Property Found if Parcel Description correlates. If correct click on **Next**.

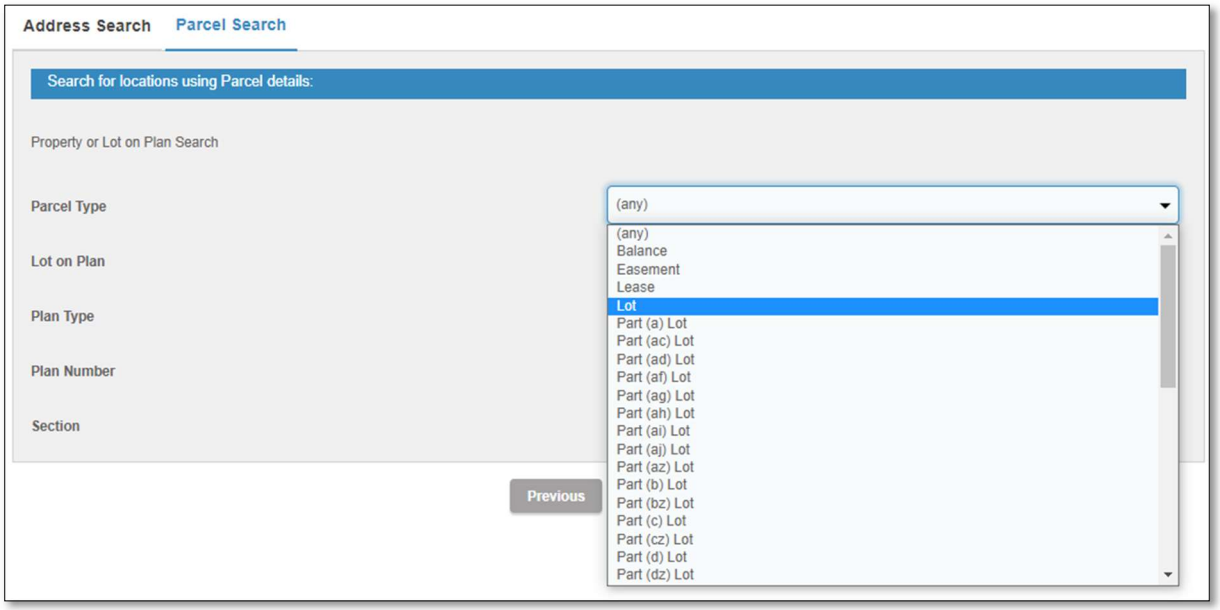


If incorrect, go back a page in the browser to commence another search.

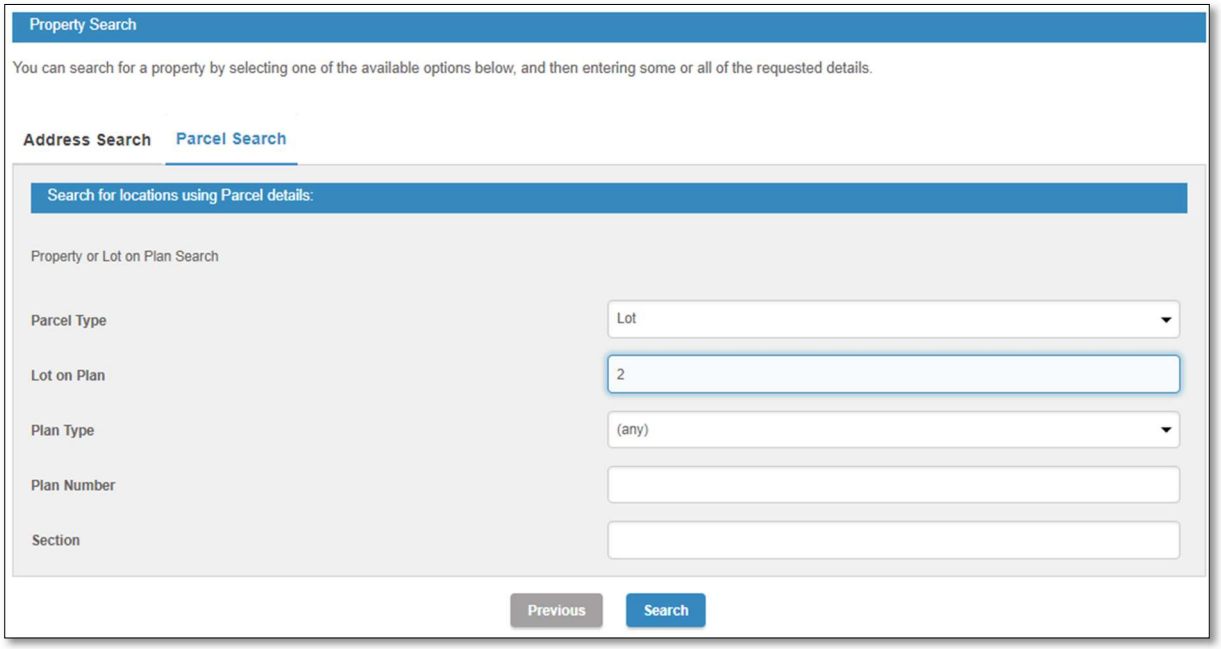
Search Property By Parcel…ensure the Parcel Search tab is selected.



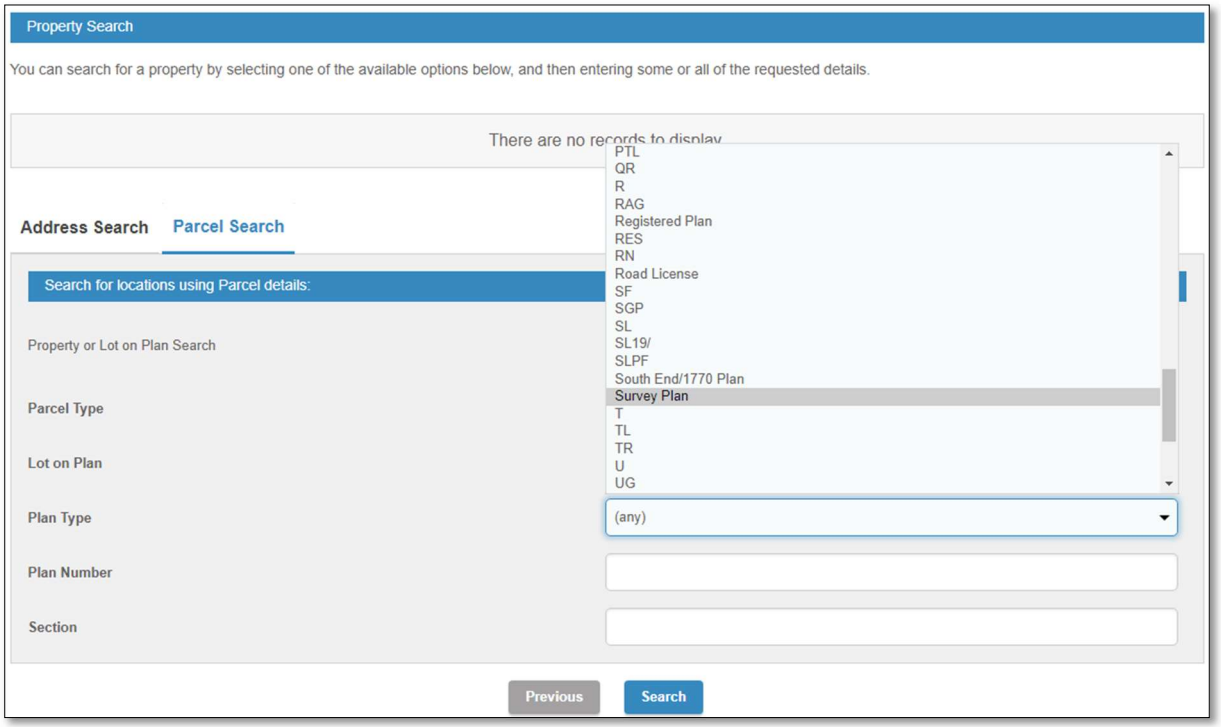
Enter the *Parcel Type.* NOTE that Parcel Type will prefill as details are typed. Select required parcel type.



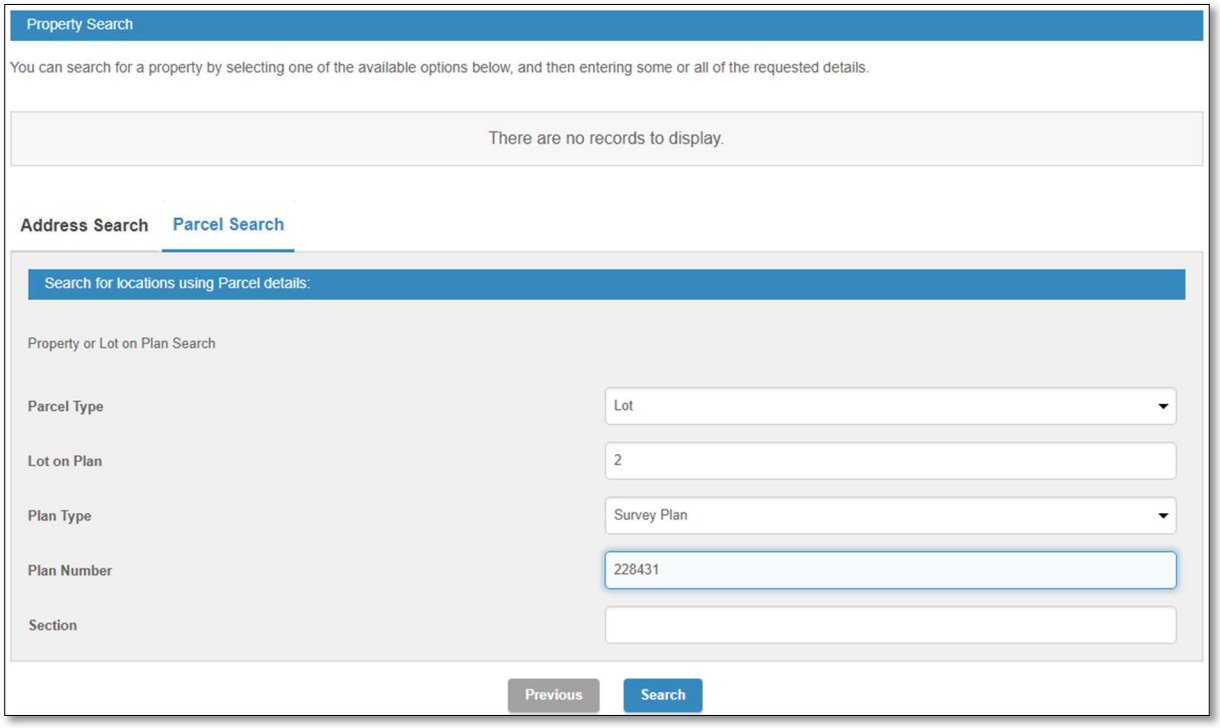
Enter the *Lot on Plan.*



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



Enter the *Plan Number.*



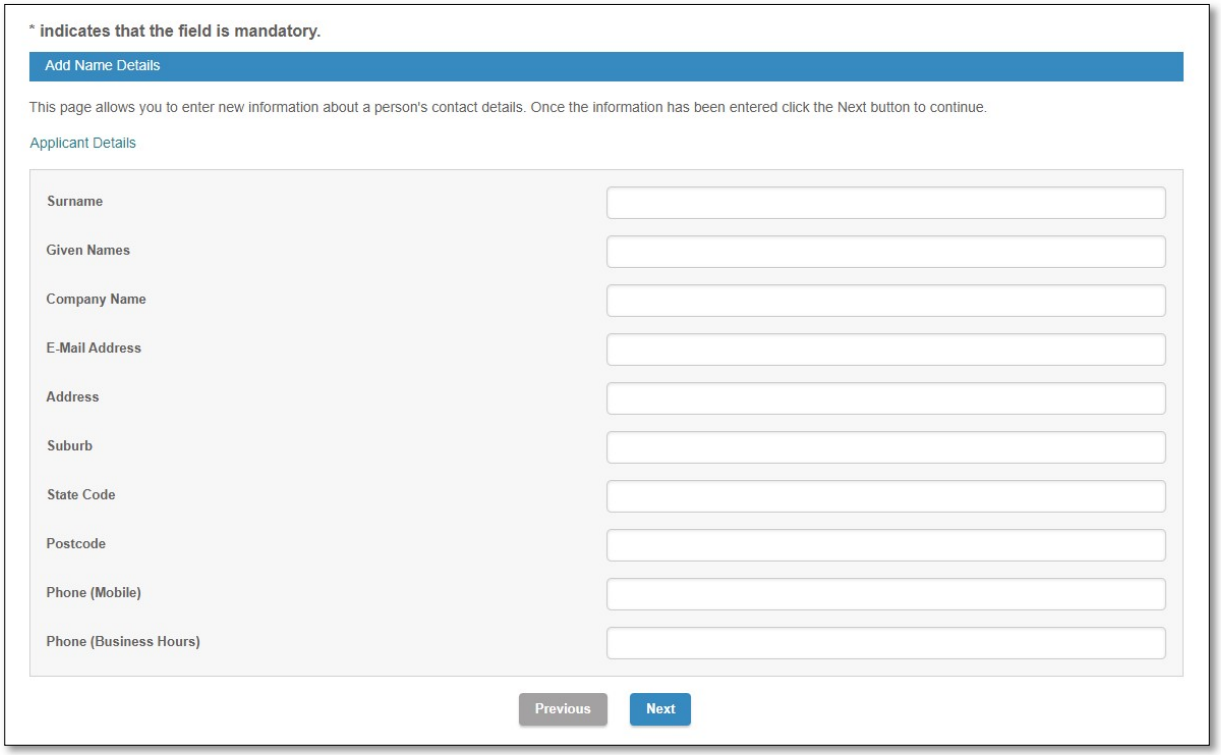
Press the Search button to commence search of properties by Parcel.

Number of Properties found will list.

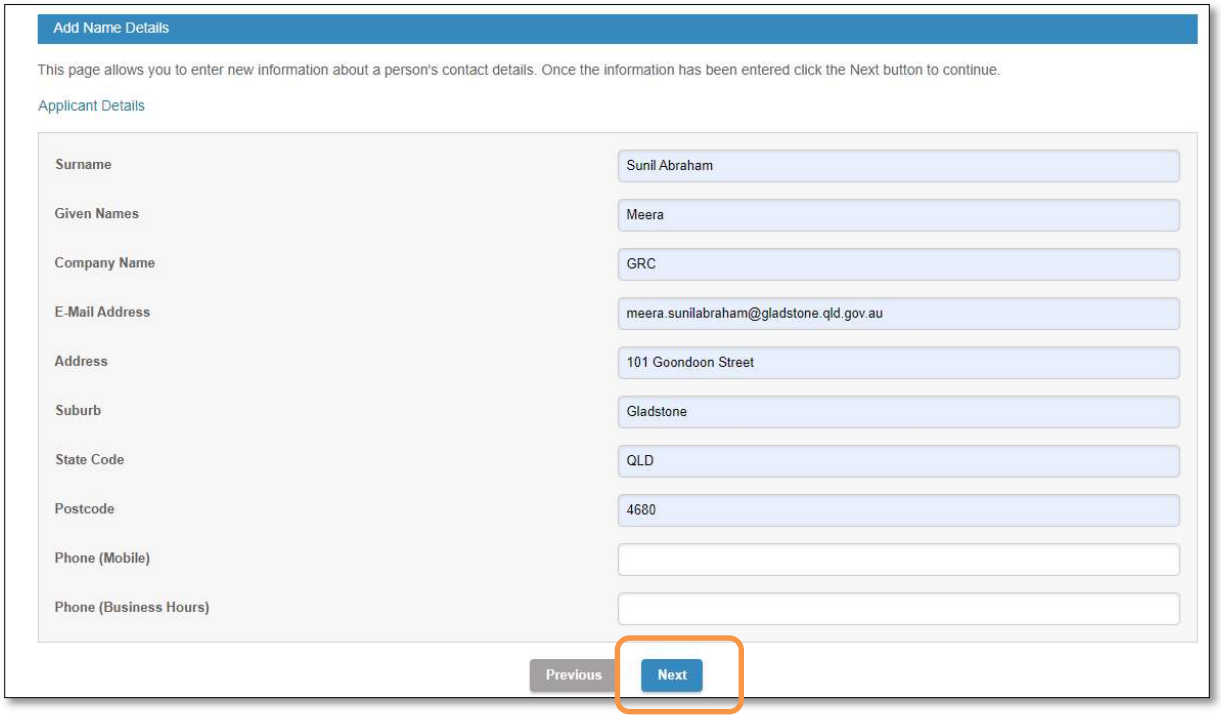
Tick Property Found if Parcel Description correlates. If correct click on **Next.**

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

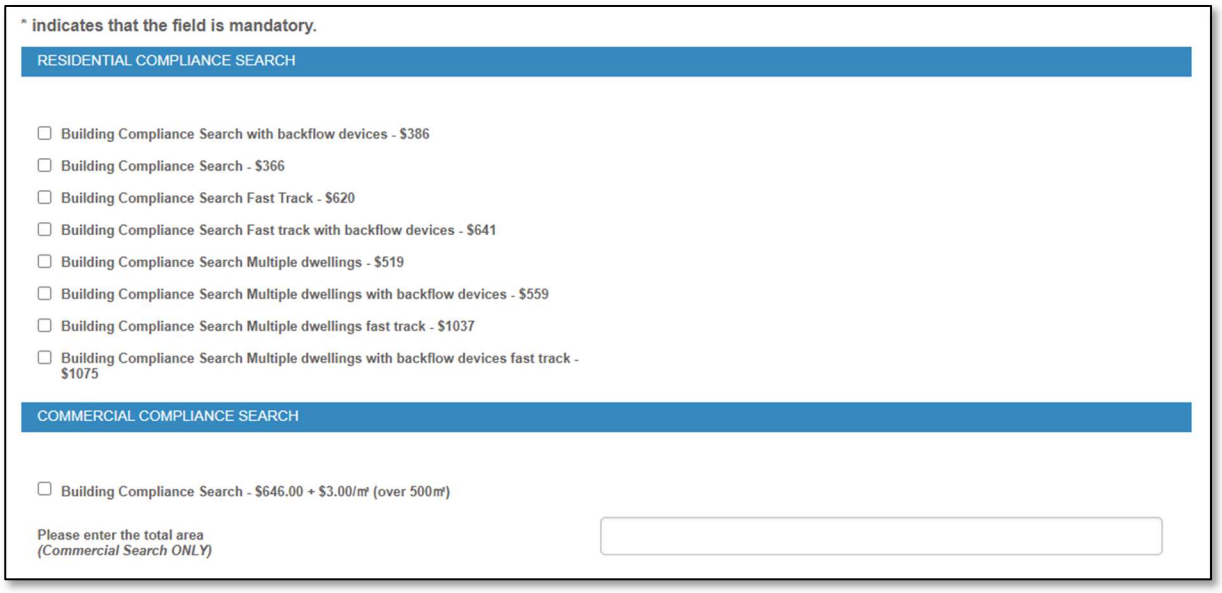
Step 5: Add Applicant Details



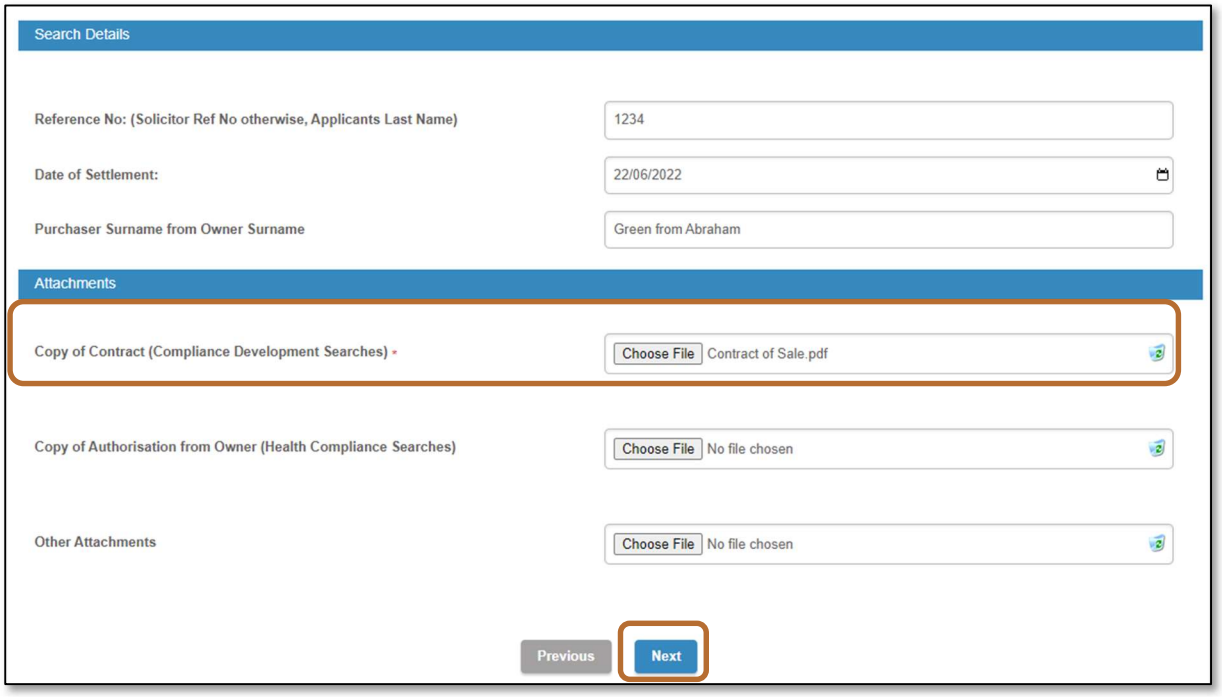
Enter all Details and Select **Next** to continue.



Step 6: Select Building Search Type and Provide Details

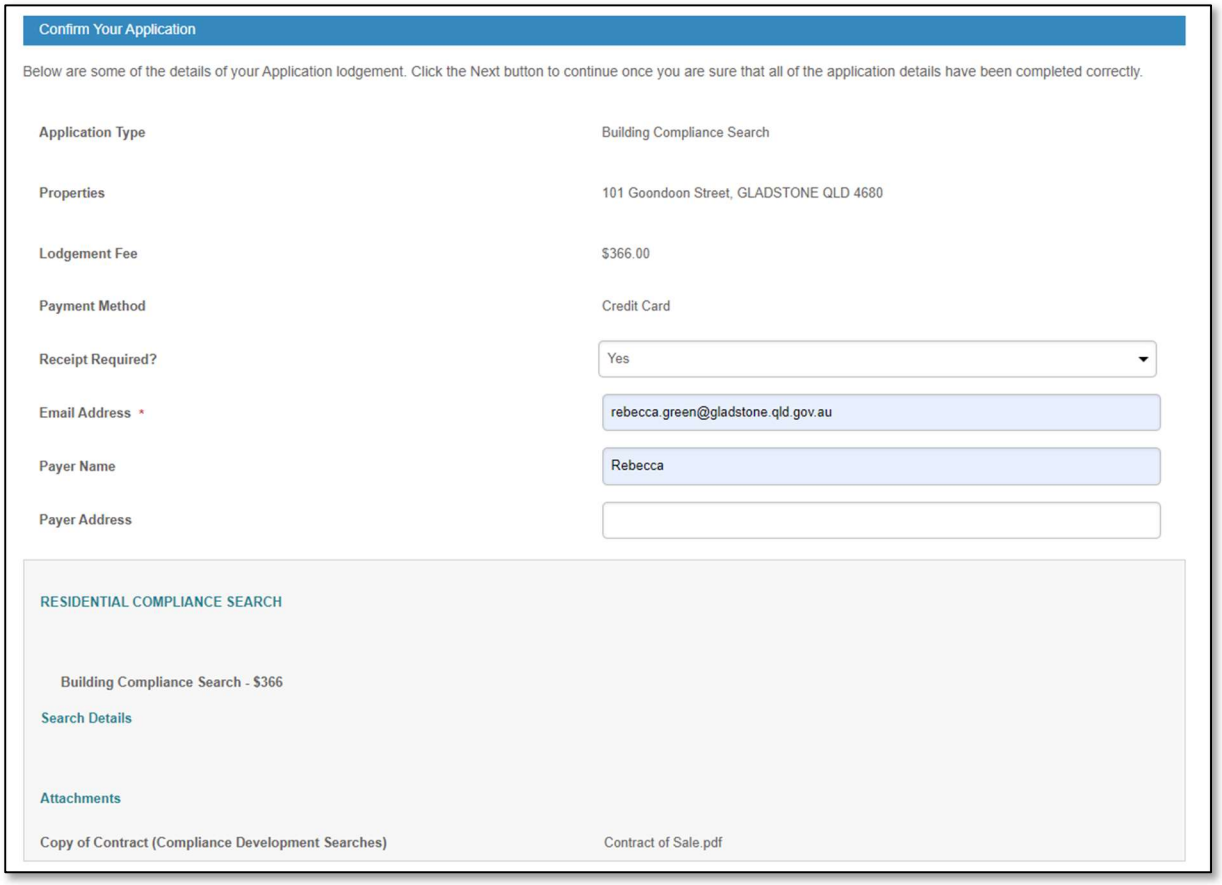


Select the Search Type by clicking next to it. Enter details. Please note a copy of the Contract of Sale is required for compliance searches

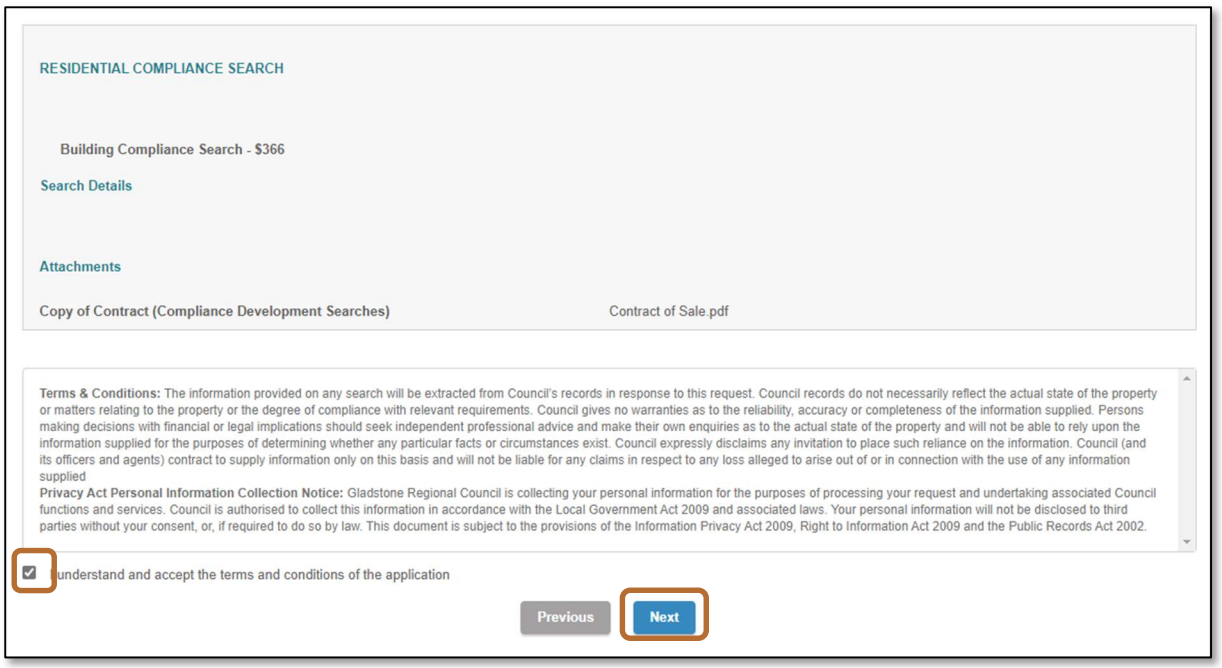


Step 7: Confirm Your Application

Enter details as required.



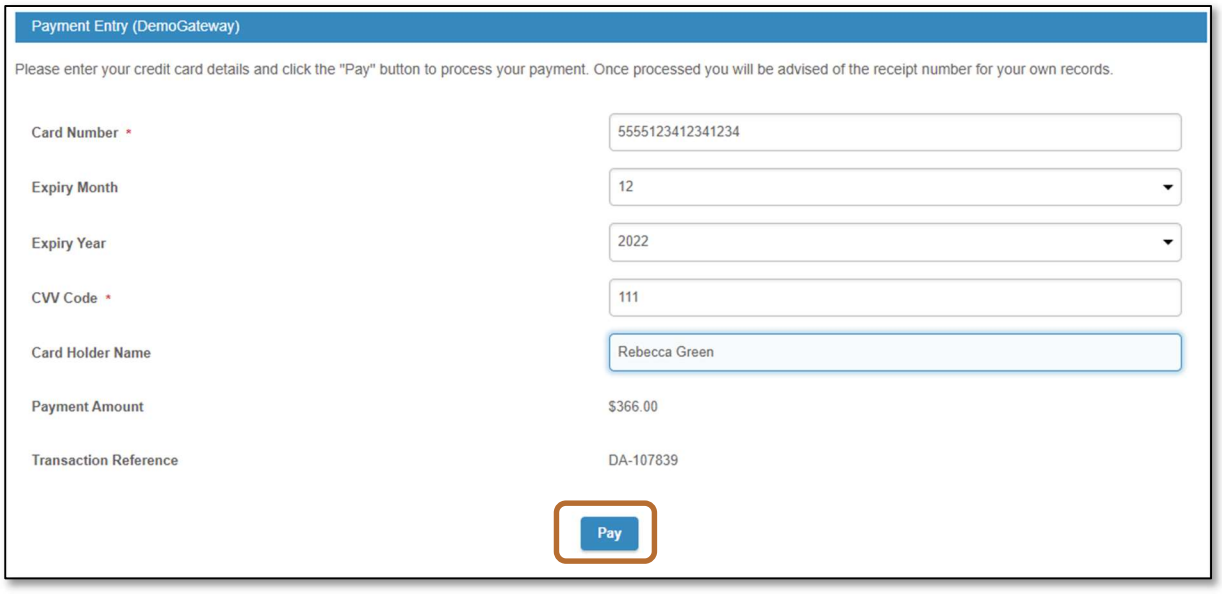
Accept terms and conditions by ticking the box and select **Next.**



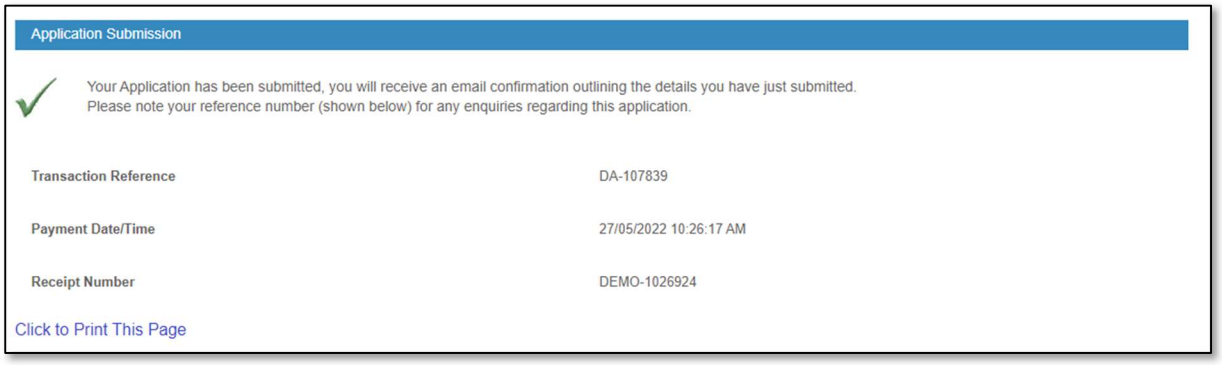
Step 8: Enter Payment details as required.

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

Please note if lodging a request for final certificates, the request will lodge without taking payment and an invoice will be provided to you with payment methods.



Acknowledgment of Search Submission.



Applicant will receive an Application Lodgement Confirmation email from Council.

Online lodgement complete.