

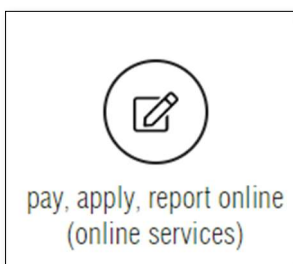
Lodgement of Building Search Requests

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



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

Select one of the **Building Searches** 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	Apply for: <ul style="list-style-type: none">Limited Planning CertificateStandard Planning CertificateFull Planning Certificate
<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 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' (which is selected and highlighted with an orange box) and 'Parcel Search'. Below the tabs is a section titled 'Search for locations using Address details:'. This section contains a sub-section 'Property or Lot on Plan Search' with an unchecked checkbox for 'Advanced Search'. Below this are four input fields: 'Street Number', 'Street Name', 'Street Type' (a dropdown menu currently showing '(any)'), and 'Suburb'. At the bottom of the form are two buttons: 'Previous' and 'Search'.

Enter the *Street Number*.

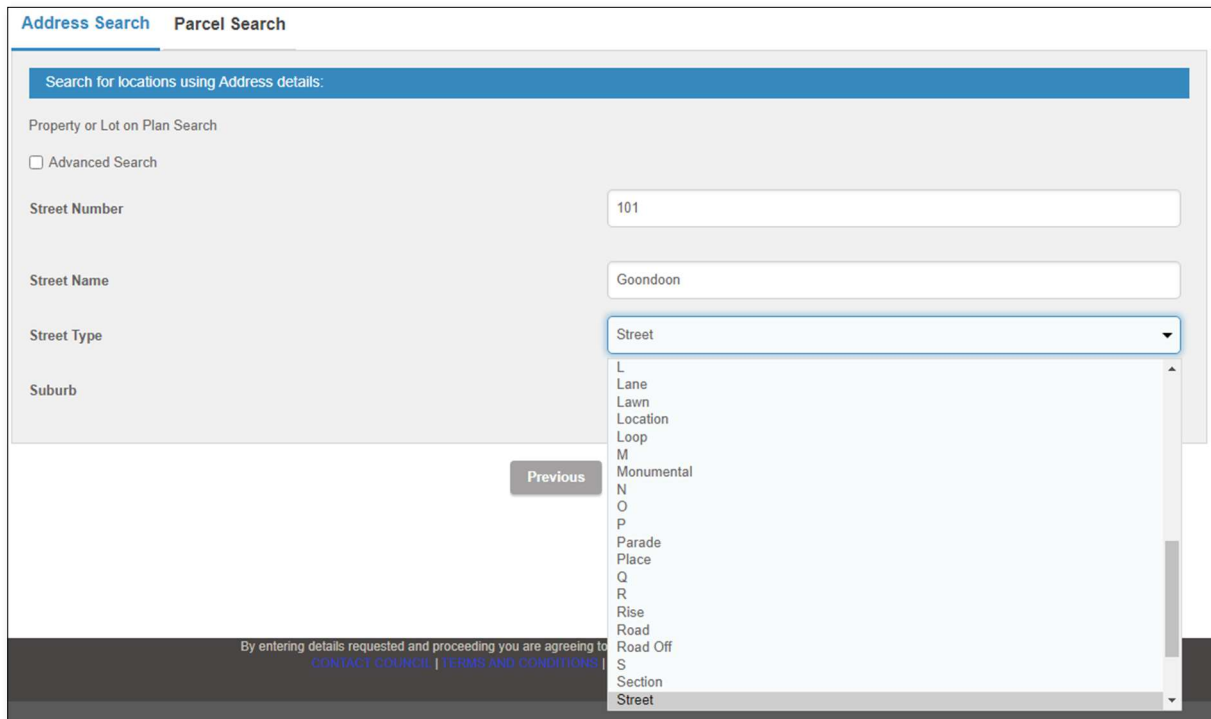
This screenshot shows the same 'Address Search' interface as the previous one. The 'Street Number' field now contains the text '101'. The other fields ('Street Name', 'Street Type', 'Suburb') are empty. The 'Advanced Search' checkbox remains unchecked. The 'Previous' and 'Search' buttons are still visible 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' interface with '101' in the 'Street Number' field and 'Goo' in the 'Street Name' field. A dropdown menu is open below the 'Street Name' field, displaying a list of suggestions: 'Goodman', 'Goodnight', 'Goody', and 'Goondoon'. The 'Goodman' option is highlighted in yellow. The 'Advanced Search' checkbox is still unchecked. The 'Previous' and 'Search' buttons are at the bottom.

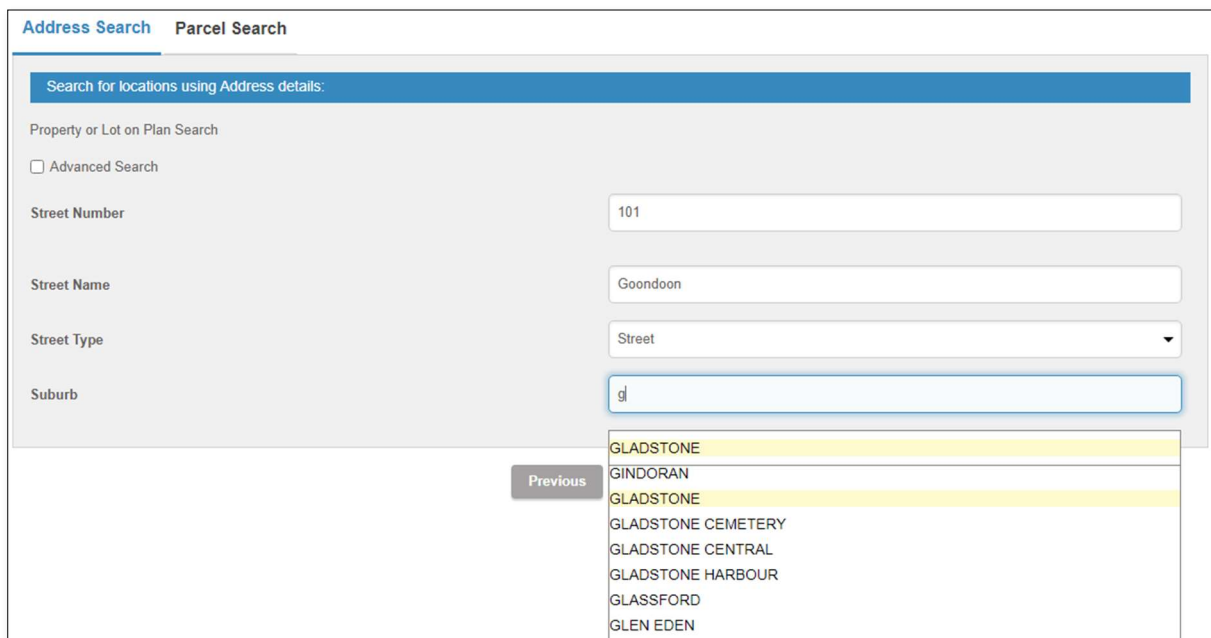
Building Search Request Lodgement

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 form. The form has a header with 'Address Search' and 'Parcel Search' tabs. Below the header is a blue bar with the text 'Search for locations using Address details:'. The form contains several input fields: 'Property or Lot on Plan Search' with an unchecked 'Advanced Search' checkbox, 'Street Number' (101), 'Street Name' (Goondoon), 'Street Type' (Street), and 'Suburb'. The 'Street Type' dropdown menu is open, showing a list of options: 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 footer with the text 'By entering details requested and proceeding you are agreeing to CONTACT COUNCIL | TERMS AND CONDITIONS |'.

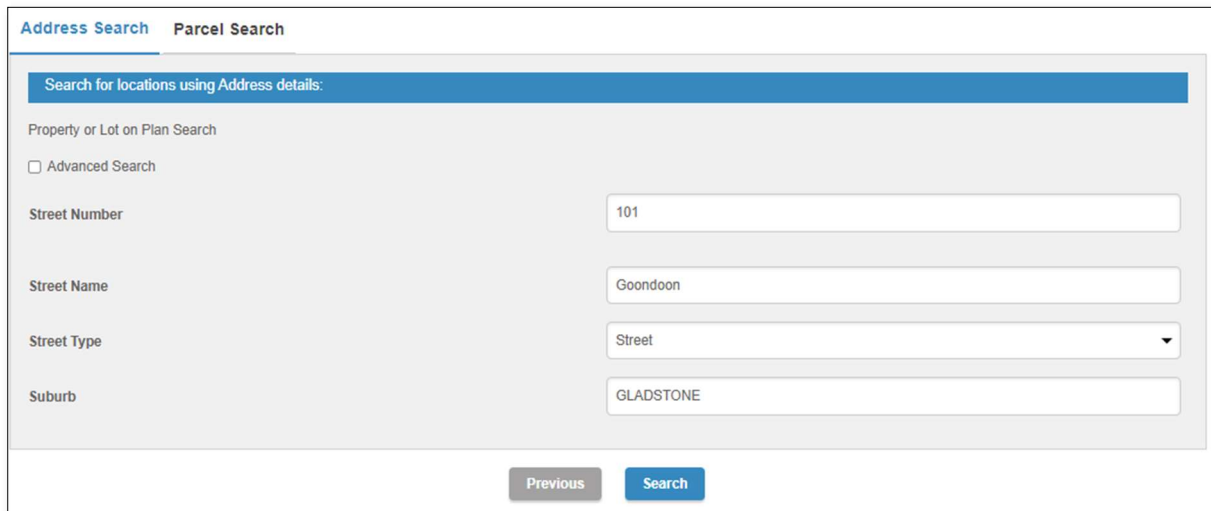
Enter the *Suburb*. NOTE that Suburb will prefill as details are typed. Select require suburb.



The screenshot shows the 'Address Search' tab of a web form. The form has a header with 'Address Search' and 'Parcel Search' tabs. Below the header is a blue bar with the text 'Search for locations using Address details:'. The form contains several input fields: 'Property or Lot on Plan Search' with an unchecked 'Advanced Search' checkbox, 'Street Number' (101), 'Street Name' (Goondoon), 'Street Type' (Street), and 'Suburb'. The 'Suburb' dropdown menu is open, showing a list of options: GLADSTONE, GINDORAN, GLADSTONE, GLADSTONE CEMETERY, GLADSTONE CENTRAL, GLADSTONE HARBOUR, GLASSFORD, and GLEN EDEN. A 'Previous' button is visible below the dropdown.

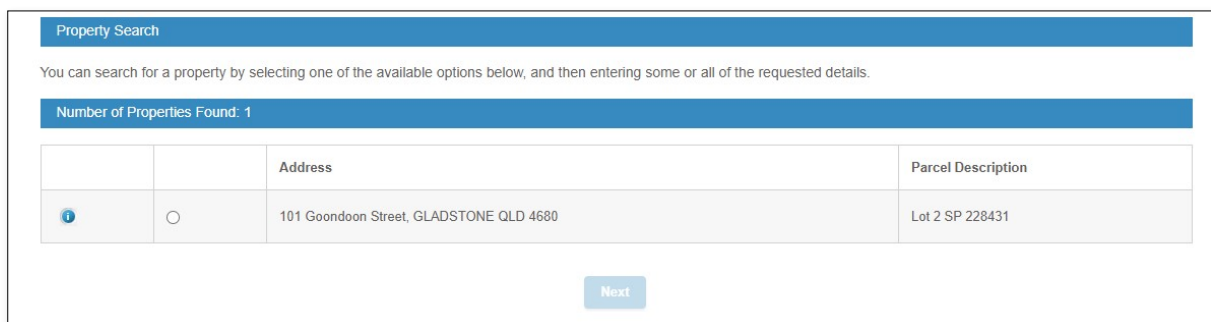
Building Search Request Lodgement

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




The screenshot shows the 'Address Search' tab selected. Below the header, there is a blue bar with the text 'Search for locations using Address details:'. Underneath, it says 'Property or Lot on Plan Search' and has an unchecked checkbox for 'Advanced Search'. There are four input fields: 'Street Number' with '101', 'Street Name' with 'Goondoon', 'Street Type' with a dropdown menu showing 'Street', and 'Suburb' with 'GLADSTONE'. At the bottom, there are 'Previous' and 'Search' buttons.

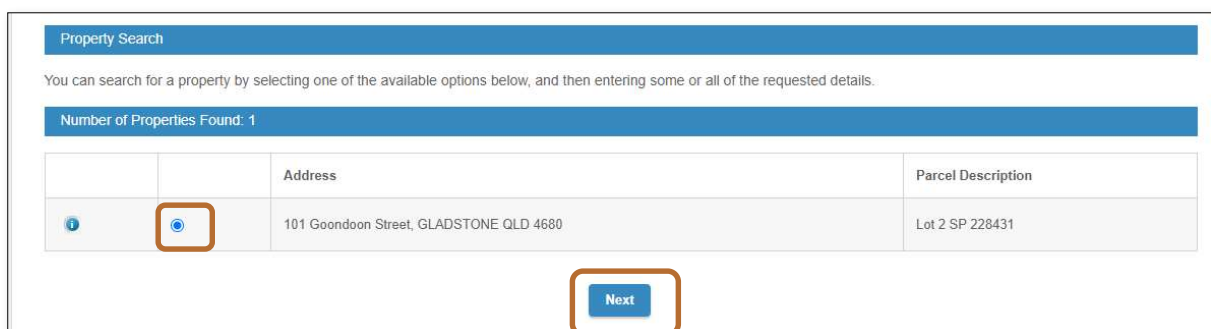
Number of Properties found will list.



The screenshot shows the 'Property Search' tab. Below the header, it says 'You can search for a property by selecting one of the available options below, and then entering some or all of the requested details.' A blue bar indicates 'Number of Properties Found: 1'. Below this is a table with two columns: 'Address' and 'Parcel Description'. The table contains one row with the address '101 Goondoon Street, GLADSTONE QLD 4680' and parcel description 'Lot 2 SP 228431'. There is an information icon and a radio button in the first column. A 'Next' button is at the bottom.

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

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



This screenshot is identical to the previous one, but with orange boxes highlighting the radio button in the first column of the table and the 'Next' button at the bottom, indicating where the user should click.

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, there 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' input 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.

Building Search Request Lodgement

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

Building Search Request Lodgement

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 on Plan

Plan Type

Plan Number

Section

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

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

Number of Properties Found: 1

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

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 Building Search Type and Provide Details

* indicates that the field is mandatory.

RESIDENTIAL COMPLIANCE SEARCH

- Building Compliance Search with backflow devices - \$386
- Building Compliance Search - \$366
- Building Compliance Search Fast Track - \$620
- Building Compliance Search Fast track with backflow devices - \$641
- Building Compliance Search Multiple dwellings - \$519
- Building Compliance Search Multiple dwellings with backflow devices - \$559
- Building Compliance Search Multiple dwellings fast track - \$1037
- Building Compliance Search Multiple dwellings with backflow devices fast track - \$1075

COMMERCIAL COMPLIANCE SEARCH

- Building Compliance Search - \$646.00 + \$3.00/m² (over 500m²)

Please enter the total area
(Commercial Search ONLY)

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

Search Details

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

Date of Settlement:

Purchaser Surname from Owner Surname

Attachments

Copy of Contract (Compliance Development Searches) *

Copy of Authorisation from Owner (Health Compliance Searches)

Other Attachments

Step 7: Confirm Your Application

Enter details as required.

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	Building Compliance Search
Properties	101 Goondoon Street, GLADSTONE QLD 4680
Lodgement Fee	\$366.00
Payment Method	Credit Card
Receipt Required?	Yes
Email Address *	rebecca.green@gladstone.qld.gov.au
Payer Name	Rebecca
Payer Address	

RESIDENTIAL COMPLIANCE SEARCH

Building Compliance Search - \$366

[Search Details](#)

[Attachments](#)

Copy of Contract (Compliance Development Searches) Contract of Sale.pdf

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

RESIDENTIAL COMPLIANCE SEARCH

Building Compliance Search - \$366

[Search Details](#)

[Attachments](#)

Copy of Contract (Compliance Development Searches) Contract of Sale.pdf

Terms & Conditions: The information provided on any search 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.

I understand and accept the terms and conditions of the application

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

Building Search Request Lodgement

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.


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 *	<input type="text" value="5555123412341234"/>
Expiry Month	<input type="text" value="12"/>
Expiry Year	<input type="text" value="2022"/>
CVV Code *	<input type="text" value="111"/>
Card Holder Name	<input type="text" value="Rebecca Green"/>
Payment Amount	\$366.00
Transaction Reference	DA-107839

Acknowledgment of Search Submission.

Application Submission

 Your Application has been submitted, you will receive an email confirmation outlining the details you have just submitted. Please note your reference number (shown below) for any enquiries regarding this application.

Transaction Reference	DA-107839
Payment Date/Time	27/05/2022 10:26:17 AM
Receipt Number	DEMO-1026924

[Click to Print This Page](#)

Applicant will receive an Application Lodgement Confirmation email from Council.

Online lodgement complete.