

# FORM: PS2 – Property Information (Non-Residential - 2024/25)

Use this form to request a search for information Council holds relating to a non-residential property, including building and plumbing approvals and plans, planning and development documents, or licenses and environmentally relevant activity. To learn more visit [Buying a non-residential property](#) on Council's website.

Please note that the search timeframes (listed on this form) start when the application has been received, correct payment has been made and the authorising documents have been provided. Search timeframes may be longer during the Christmas/New Year period (days between 26 December and 1 January are not included as business days).

## Section 1: Your Details

<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Your reference</b>	
<b>Your preference to receive your response:</b>	<input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect from Council (we will notify you when it is ready) <b>Comments</b> <i>(if needed)</i> :
<b>Signature</b>	
<b>Date</b>	

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy).

## Section 2: The Property

<b>Address</b>	
<b>Real Property Description</b>	Lot                  Plan
<b>Current owner / vendor</b>	
<b>Purchaser</b>	
<b>Status of property</b>	<input type="checkbox"/> Improved land <input type="checkbox"/> Unimproved land
<b>Proposed settlement date (if relevant)</b>	
<b>Authority</b>	<p>If you are not the current property owner, for privacy reasons relating to searches 11 to 13 &amp; 24 to 31 (identified with an * in <a href="#">Section 3</a>), Council will require one of the following to accompany this application:</p> <p> <input type="checkbox"/> Copy of executed contract of sale  <input type="checkbox"/> Copy of written authorisation of current land-owner  <input type="checkbox"/> Signature of owner authorising this search         </p> <p>In addition, for searches <b>24 to 31</b> only:</p> <p> <input type="checkbox"/> Copy of written authorisation of current licensee         </p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>

## Section 3: Services and fees

Please tick the services you need, noting the fee for each service.

Note: POA = Price on application, + = additional photocopying charges, \* = see authority requirements in [Section 2](#).

No	Description	(✓)	Fee	Timeframe	Council use
<b>Rates and Water</b>					
1	Property search (includes water meter reading)	<input type="checkbox"/>	\$185.00	10 days	1101
2	Water meter reading only	<input type="checkbox"/>	\$70.00	10 days	1101
3	Trade waste	<input type="checkbox"/>	\$91.00	10 days	1101 & 1118
<b>Planning and Development</b>					
4	Limited Planning and Development Certificate	<input type="checkbox"/>	\$474.00	5 days	6261
5+	Standard Planning and Development Certificate	<input type="checkbox"/>	\$1,836.00	10 days	6261
6+	Standard Planning and Development Certificate -Shopping Centre (Major and District Centre)	<input type="checkbox"/>	POA	10 days	6261
7+	Full Planning and Development Certificate	<input type="checkbox"/>	\$5,988.00	30 days	6261
8+	Full Planning and Development Certificate - Shopping Centre (Major and District Centre)	<input type="checkbox"/>	POA	30 days	6261
9	Copy of Building Envelope	<input type="checkbox"/>	\$188.00	5 days	6262

No	Description	(✓)	Fee	Timeframe	Council use
+	Note: An additional charge for photocopying A0, A1 and A2 plans, when required, will be incurred as follows: A0 - \$18.00 per sheet; A1 - \$15.00 per sheet; A2 - \$13.00 per sheet.				
<b>Building, Plumbing and Drainage</b>		<b>GFA = gross floor area</b>			
10	Building and Plumbing Approvals Report	<input type="checkbox"/>	\$780.00	10 days	1119
11*	Building and Plumbing Inspection Report (for a building up to 1,000m <sup>2</sup> GFA)	<input type="checkbox"/>	POA	10 days	1403
12*	Building and Plumbing Inspection Report (for a building between 1,000m <sup>2</sup> to 5,000m <sup>2</sup> GFA)	<input type="checkbox"/>	POA	10 days	1403
13*	Building and Plumbing Inspection Report (for a building in excess of 5,000m <sup>2</sup> GFA)	<input type="checkbox"/>	POA	10 days	1403
14	Certificate of Occupancy (formerly Certificate of Classification)	<input type="checkbox"/>	\$350.00	5 days	1404

No	Description	(✓)	Fee	Timeframe	Council use
15	Copy of Commercial Building Plans (Classes 2 to 9) Please list approval(s) required:  <b>Note: fee is per approval</b>	<input type="checkbox"/>	\$380.00	10 days	3027
16	Copy of Specific Commercial Building Approval Document Please list document(s) required:  <b>Note: fee is per document</b>	<input type="checkbox"/>	\$275.00	10 days	3027
17	Copy of As Constructed Sanitary Drainage plans	Available online free of charge – see <a href="#">Plumbing and Drainage</a> on Council's website.			

### Flood Information

18	Flood Search	Available online free of charge – see <a href="#">Logan PD Hub</a> on Council's website.			
19	Release of Flood or Stormwater Study Report *	<input type="checkbox"/>	\$95.00	5 days	7058
20	Release of Digital Flood Grid / Map *	<input type="checkbox"/>	\$189.00	5 days	7058
21	Hydraulic Modelling files (Small Model) *	<input type="checkbox"/>	\$2,520.00	5 days	7058
22	Hydraulic Modelling Files (Large Model) *	<input type="checkbox"/>	\$3,780.00	10 days	7058
23	Hydrology Modelling files *	<input type="checkbox"/>	\$1,050.00	10 days	7058

*Please note: abridged copies of flood study reports are available to download for free on [Council's website](#).*

No	Description	(✓)	Fee	Timeframe	Council use
<b>Prescribed Activities, Licenses and Environmentally Relevant Activity</b>					
24*	Prescribed Activities Database Report	<input type="checkbox"/>	\$33.00	15 days	RC (1200)
25*	Prescribed Activities Inspection Report	<input type="checkbox"/>	\$524.00	15 days	RC (1200)
26*	Food Business Database Report	<input type="checkbox"/>	\$33.00	15 days	RC (1201)
27*	Food Business Inspection Report	<input type="checkbox"/>	\$524.00	15 days	RC (1201)
28*	Environmentally Relevant Activity Database Report	<input type="checkbox"/>	\$33.00	15 days	RC (1103)
29*	Environmentally Relevant Activity Inspection Report	<input type="checkbox"/>	\$524.00	15 days	RC (1103)
30*	High Risk Personal Appearance Services Database Report	<input type="checkbox"/>	\$33.00	15 days	RC (1200)
31*	High Risk Personal Appearance Services Inspection Report	<input type="checkbox"/>	\$524.00	15 days	RC (1200)

**Note:** All of the above search timeframes relate to business days. The application fee represents Council's service fee for your request. If the requested documentation is not available in Council's records, a refund will not be applicable.

## Section 4: Access to property

Unless you are the current property owner, for service categories **12 to 14**, Council requires the consent of the property owner to be able to enter the land during business hours to carry out an inspection at an agreed time.

<b>Consent for Council to enter the land</b>	<input type="checkbox"/> Yes – provide attached letter or email giving consent (if relevant)
<b>Contact name</b>	

<b>Contact phone</b>	
<b>Email address</b>	

## Section 5: Lodgement and payment

The application may be lodged and paid via any of the methods listed below. Please use the checkboxes to indicate the method selected for this application, noting that credit card details must not be provided either via email or post.

- Online (electronically)** via [Online Services](#) (please sign-in or register via the menu). (For online lodgement, please do not complete this form. You will be prompted for the relevant details online. Payment is required as part of the online transaction, using a credit card).
- Via **email** to [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au). A Council officer will phone you for your payment via credit card.
- By **post** to:
 

Chief Executive Officer - Logan City Council  
PO Box 3226, Logan City DC QLD 4114

Payment can be made via:

- Cheque     Money order     Credit card (a Council officer will phone for payment details)
- In **person** at one of our Customer Service Centres, Monday to Friday (excluding public holidays). Payment can be made via cash, cheque, money order or EFTPOS:

<b>Logan Central</b>	150 Wembley Road, Logan Central	open 8am to 5pm
<b>Beenleigh</b>	105 George Street, Beenleigh	open 8am to 4.45pm
<b>Jimboomba</b>	18-22 Honora Street, Jimboomba	open 8am to 4.45pm

From 1 October 2022, a merchant surcharge fee of 0.34% will apply to all online and phone credit card payments. From 1 October 2022.

## Section 6: Description of Services

No	Category	Explanation of service
1	Property Search	<p>This search provides information about:</p> <ul style="list-style-type: none"> <li>• Ownership, real property description, area, unimproved capital value and rateable value</li> <li>• Amount of rates and water charges levied, arrears, interest and discounts.</li> <li>• Zoning, building envelopes and overlays (including flooding) applying to the property.</li> <li>• Resumptions, realignments and conditions on property.</li> <li>• A special water meter reading if applicable</li> </ul>
2	Water Meter Reading	Information about unbilled water consumption at a property.
3	Trade Waste	Search details of the amount of trade waste charges to be levied and arrears held in the trade waste system. Note: 'trade waste' means water-borne waste from business, trade or manufacturing premises, other than waste that is a prohibited substance, human waste or stormwater.
4	Limited Planning and Development Certificate	A certificate issued pursuant to the <i>Planning Act 2016</i> . It contains basic planning information, including zoning, overlays, variation approvals, TLPs, designations and infrastructure charges.
5-6	Standard Planning and Development Certificate	A certificate issued pursuant to the <i>Planning Act 2016</i> . It contains all the information contained within a limited certificate, as well as detailed planning information such as relevant approvals in force, infrastructure charges and details of judgment or order of the Planning and Environment Court about the development approval.
7-8	Full Planning and Development Certificate	A certificate issued pursuant to the <i>Planning Act 2016</i> . It contains all the information contained within a limited and standard certificate, as well as a statement about the fulfilment or non-fulfilment of each condition of a development approval, compliance permit or master plan currently in force, infrastructure agreements and particular court proceedings affecting the premises. Please note that Council may require access to the property for this service.



No	Category	Explanation of service
9	Building Envelope	This service provides a copy of a building envelope applicable to the property.
10	Building and Plumbing Approvals Report	This report provides details from Council's records about building approvals and plumbing and drainage approvals which have been issued in relation to the property. Please note this report is not accompanied by copies of any plans and the fee is for up to 2 building applications. Additional fees apply for more than 2 applications.
11-13	Building and Plumbing Inspection Report	This report provides details from Council's records about building approvals and plumbing and drainage approvals, as well as a statement on the compliance with these approvals. Council's compliance officers can undertake a full audit inspection and provide detail of compliance of plumbing and Building components on site. Council will contact you if there is a further charge after assessment of request.
14	Copy of Certificate of Occupancy (formerly Certificate of Classification)	Certificates of Classification apply to commercial buildings or multiple dwelling building approvals approved after 1 April 1976. This search will determine if a Certificate of Classification has been issued and if so, a copy will be provided.
15	Copy of Approved Building Plans	This service provides a copy of a building plan approval in association with a building approval.
16	Copy of Specific Building Approval Document	This service provides a copy of a specific document associated with a building approval (for example, final inspection certificate, soil and engineers report, pest treatment certificate or other related documents), other than Building Plans and As Constructed Sanitary Drainage Plans.
17	Copy of As Constructed	This service provides a copy of commercial plumbing and drainage plans. Please be aware that Council has no plans issued prior to 1995 from the former Beaudesert Shire

No	Category	Explanation of service
	Sanitary Drainage plans	Council area of Logan City. See <a href="#">Plumbing and Drainage</a> on Council's website.
18	Flood Search	This service provides information on whether a property is flood affected, the flood level applicable to that property and the relevant legislation. See <a href="#">Logan PD Hub</a> on Council's website
19	Release of Flood or Stormwater Study Report	This service provides a digital copy of a flood or stormwater study report
20	Digital Flood Grid	This service provides an editable GIS or equivalent flood grid (site specific 1km x 1km tile). For larger area, price on enquiry.
21	Hydraulic Modelling Files (Small Model)	This service is for the supply of a hydraulic model (small) for use in the planning and design of infrastructure or development within the floodplain. A Data Agreement is required to be signed for use of these files.
22	Hydraulic Modelling Files (Large Model)	This service is for the supply of a hydraulic model (large) for use in the planning and design of infrastructure or development within the floodplain. A Data Agreement is required to be signed for use of these files.
23	Hydrology Modelling Files	This service is for the supply of a hydrologic model for use in the planning and design of infrastructure or development within the floodplain. A Data Agreement is required to be signed for use of these files.
24	Prescribed Activities Database Report	This service provides a certificate of currency of licence from Council records for, entertainment venues, prescribed accommodation, itinerant vendor (food only), markets and relocatable home park.
25	Prescribed Activities Inspection Report	This service provides a certificate of currency of licence from Council records for, entertainment venues, prescribed accommodation, itinerant vendor (food only), markets and relocatable home park.
26	Food Business Database Report	This service provides a certificate of currency of licence from Council records for a food business licence.

No	Category	Explanation of service
27	Food Business Inspection Report	This service provides a copy of a certificate of currency of licence for a food business licence; and a report on compliance with the Food Act 2006 and Food Safety Standards.
28	Environmentally Relevant Activity Database Report	This service provides a certificate of currency of licence from Council records for an environmentally relevant activity.
29	Environmentally Relevant Activity Inspection Report	This service provides a copy of a certificate of currency of licence for an environmentally relevant activity and a report on the compliance with the licence conditions.
30	High Risk Personal Appearance Services Database Report	This service provides a certificate of currency of licence from Council records for a high risk personal appearance services business licence.
31	High Risk Personal Appearance Services Inspection Report	This service provides a copy of a certificate of currency of licence for a high risk personal appearance service and a report on the compliance with the licence conditions.

**Note:** The information requested by you will be extracted from Council's records in response to your request. Council's 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. Persons making decisions with financial or legal implications will not be able to rely upon the information supplied for the purpose 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 professional advice on these matters. Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied will be included in the information supplied.