

Office:

Date:/...../.....

Time:

Name:

Regulatory Services - Compliance Search Request Form

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

Compliance Search Fees vary, refer to Council's Fees and Charges.

Food Business Licence	<input type="checkbox"/>	Environmentally Relevant Activity	<input type="checkbox"/>
Local Law Licence	<input type="checkbox"/>	Urgent Compliance Inspection (within 48 Hours)	<input type="checkbox"/>

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 and understand that an inspection report will be issued to the applicant.

Current Licence / Permit Holder : _____

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 Only to be completed if NOT paying at a Council Office 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.

Please tick if a receipt is required: Yes No

CREDIT CARD → Visa Master Card AMEX

Card Number: _____ / _____ / _____ / _____ Expiry Date: ____ / ____

Name on Card: _____

POST → Post a cheque or money order made payable to Gladstone Regional Council.

MAIL TO:

Gladstone Regional Council, Regulatory Services Division, PO BOX 29, GLADSTONE DC QLD 4680
Alternatively Fax: 4975 8500 OR Email: customerservice@gladstone.qld.gov.au your application form provided with payment details in order for your application to be processed.

OFFICE USE ONLY

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

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

Not for profit exempt from fees (must be authorised by Manager Regulatory Services) Receipt Code RC570 to

Food Business Licences	<input type="checkbox"/>	Environmentally Relevant Activities	<input type="checkbox"/>
Local Law Licences	<input type="checkbox"/>	Urgent Compliance Inspection (within 48 Hours)	<input type="checkbox"/>