



PROPERTY ENQUIRY APPLICATION FORM

**IMPORTANT: ONE FORM AND PAYMENT OF FEE MUST BE PROVIDED FOR EACH PROPERTY AND/OR TYPE OF CERTIFICATE.
PAYMENT OF FEE MUST BE ATTACHED TO FORM OR APPLICATION WILL NOT BE PROCESSED.**

I am applying for (please indicate which of the certificates below):

- LAND INFORMATION CERTIFICATE \$20.00 (Per Rate Assessment)
- PLANNING CERTIFICATE \$18.20
- REG 326 (2) BUILDING CERTIFICATE \$45.35
- REG 326 (1) BUILDING CERTIFICATE \$45.35

(Fees are subject to change without notice)

	VENDOR	PURCHASER
Surname		
Other Names		

Name & Postal Address of Applicant	Applicant's Reference:
	Total Sale Price:
	Date Required:
	Auction/Settlement Date:
	Phone:
FAX No.	

PROPERTY DETAILS

NOTE: INSUFFICIENT INFORMATION WILL RESULT IN THE RETURN OF THE APPLICATION. A CURRENT CERTIFICATE OF TITLE AND TITLE DIAGRAM MUST BE ATTACHED TO EACH FORM.

Flat/Unit No.	Street No.	Street Name:			
Town/Suburb				Post Code	
Municipality	Parish		Name of map directory		Map Reference
Lot No.	Plan No.	C.A	C.P	Section	Parish
Volume		Folio	Vacant land or nature of building (e.g. Dwelling/factory)		

Privacy Note : Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance you should contact our Privacy Officer on 5258 1377.

Borough of Queenscliffe
PO Box 93
QUEENSCLIFF VIC 3225

Ph (03) 5258 1377
Fax: (03) 5258 3315