

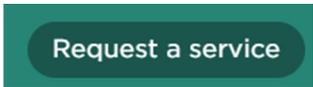
Section 7 and Section 187 Property Search Online Form Guide

How to complete an online Section 7 and Section 187 property search application form.

How do I create an account

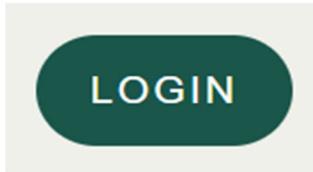
Log onto Adelaide Hills Council at www.ahc.sa.gov.au

Go to Request a service.



Request a service

Click on LOGIN at the top right of the webpage.



LOGIN

Click on Create an account.

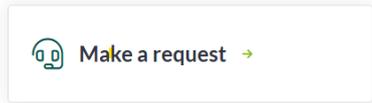
When completing this page ensure the account is set up as a **business account** not an individual. By using your business contact details your business will have access to any search information that has been submitted.

Upon this process being completed you will now be a registered account user with Adelaide Hills Council.

Next time you need to submit a new search [click here](#) for immediate transfer to the log in page.

How to request a search

Once logged in go to Popular Searches and click on make a request under My Linked Services.



 Make a request →

Next click on Applications and Permits.

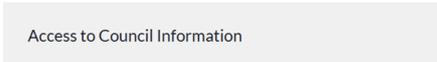


Applications & Permits

Next click on Access to Council Information.



What is your application for?



Access to Council Information

Next click on Property Search (Section 7/187) and complete the appropriate application form.

Ensure you complete the applicants' details relating to your client, so Council has the appropriate third-party information.

Upon your application form being submitted you will receive emails outlining each step of the process of having your search completed.

Payment

Adelaide Hills Council are in the process of initiating a payment portal. Until this has been completed, you will receive an email outlining the total payment payable with a request for you to contact Council for payment.

Upon receipt of your payment an invoice will be emailed to you for your records. This will no longer form part of the completed search paperwork.

Important Information

Should any queries arise please do not hesitate to contact Adelaide Hills Council either via mail@ahc.sa.gov.au or 08 8408 0400.