

# Building Approval List Subscription Request Form

**Privacy Notice:** Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to subscribe to Council's monthly listing of building approvals. The subscription service provides information relating to the approval and may include the description of the project, site address, value of work, materials and details of builder. Approvals issued by both private building certifiers and Council are included in the listing. The listing is produced 7 – 10 days after a month ends to allow for private certifier issued approvals to be received and processed.



P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

## Customer Details

Organisation name:

Contact name:

First

Middle

Last

Postal address:

Preferred contact number:

Email:

Preferred delivery method:

Email

Post

Collect – Rockhampton, Gracemere, Mount Morgan

*Email is the standard form of delivery. If this method is unsuitable, please select an alternative.*

## Request Type

Please select the appropriate request type:

New subscription

Commencement date:

Renewal of subscription

Commencement date:

Cancellation of subscription

Last subscription date:

One month only subscription

Month requested:

## Fees and Charges

This subscription service incurs a fee. For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

OFFICE USE ONLY

Amount paid:

Receipt number:

Receipt date:

CSO:

Date application processed: