

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.

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Customer Details

Organisation name:

Contact name:

First

Middle

Last

Postal address:

Street number and name

State

Postcode

Preferred contact number:

Email:

Preferred delivery method:

Email

Post

Collect – (Rockhampton, Gracemere, Mount Morgan)

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

Declaration

I declare that the details on this form are correct to the best of my ability.

Name:

Signature:

Date:

Request Type

New subscription

Commencement date:

Renewal of subscription

Commencement date:

Cancellation of subscription

Last subscription date:

Fees and Charges

The subscription service incurs a fee per year. 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: