

# 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: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

<b>Customer Details</b>		
Organisation name:		
Contact name:		
First	Middle	Last
Postal address:		
Preferred contact number:	Email:	
Preferred delivery method:	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mount Morgan)	
<i>Email is the standard form of delivery. If this is method is unsuitable please select an alternative.</i>		
<b>Request Type</b>		
Please select the appropriate request type:		
<input type="checkbox"/> New subscription	Commencement date:	
<input type="checkbox"/> Renewal of subscription	Commencement date:	
<input type="checkbox"/> Cancellation of subscription	Last subscription date:	
<b>Declaration</b>		
I declare that the details on this form are correct to the best of my ability.		
Name:	Signature:	Date:
<b>Fees and Charges</b>		
The subscription service incurs a fee per year. For a full list of fees and charges please refer to Council's <a href="#">Fees and Charges Schedule</a> .		
<b>Payment Information</b>		
<b>In person</b>   You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.		
<b>By phone</b>   Customer Service staff will contact you regarding payment via credit card or debit once this form is received.		
<b>By post</b>   Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.		

<b>OFFICE USE ONLY</b>	Amount paid:	Receipt number:	Receipt date:
	CSO:	Date application processed:	