

# Building Compliance Notice Application Form



**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under section 29 of the *Residential Services (Accreditation) Act 2002*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a person is requesting a Building Compliance Notice under the *Residential Services (Accreditation) Act 2002*.

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 QLD 4700 | ABN: 59 923 523 766

Applicant Details		
Applicant name: <i>(if partnership or company)</i>		ABN:
Applicant name: <i>(if individual)</i>		
First	Middle	Last
Trading name:		
Existing licence number/s:		
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 method is unsuitable, please select an alternative.</i>		
Residential Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
Premises Details <i>(please attach additional pages if required)</i>		
Location of premises		
Street number and name:		
Suburb:	State:	Postcode:
Approximate year of construction:	Maximum number of residents accommodated:	
Are residents provided with meals? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Inspection Details		
Name of person to be present during inspection:		
Preferred contact number:		
Function of person present: <input type="checkbox"/> Service provider <input type="checkbox"/> Associate <input type="checkbox"/> Neither <i>Please note: A person is an associate of a service provider if the person takes part in the management of a residential service for the service provider. This includes an executive officer of a corporation who takes part in the management of a residential service for the corporation.</i>		

OFFICE USE ONLY	Date received:	Licence number:
	Customer service officer:	Application fee: \$ GST exempt

## Declaration

I submit this Building Compliance Notice Application Form and declare that the details are correct to the best of my ability.

Name:

Signature:

Position:

Date:

## Fees and Charges

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.

## Additional Information

The *Residential Services (Accreditation) Act 2002* provides 20 business days for a building compliance notice to be issued from the date of a properly made application. If you do not receive a notice within this period, you may appeal to a development tribunal established under the *Planning Act 2016*. The appeal must be made within 20 business days after notice of the decision was given to the person or if the application is not decided, the last day of the decision period. For more information on appeals, contact the Registrar of the tribunal on (07) 3738 7199.