

Private certifier archiving form

Change application

Economy, Planning & Environment
City Development
PO Box 5042 GOLD COAST MC QLD 9726
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W cityofgoldcoast.com.au

Please use **BLOCK LETTERS** and complete all details in full

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

A private/building certifier is an individual who, under Chapter 6, Part 3 of the *Building Act 1975*, is licenced as a Building Certifier.

Private certifiers must comply with mandatory requirements under the relevant legislation to provide sufficient and correct information for the City of Gold Coast.

For more information to assist with your application and to submit online, please visit cityofgoldcoast.com.au/privatecertifier

* Indicates the field is mandatory

Property details*

| | | | |
|------------------|---|------------------------|--|
| Lot number | | Registered plan number | |
| Property address | <i>(Please include unit number / floor level / tenancy number etc.)</i> | | |

Private Certifier*

| | |
|----------------|--|
| Name | |
| Postal address | |
| Contact person | |
| Phone | |
| Email | |

Application details

| | |
|--|----|
| What is your private certifier accreditation number?* | |
| City's building approval number* | |
| What is the dollar value of the building work? (including GST, materials and labour)* | \$ |
| Date building approval was given* | |
| Provide details of the amendments to the plan* | |

Office use only

| | | | |
|-------------------------|--|----------------|------------------------|
| Date received | | Fee paid | |
| Received by | | Receipt number | |
| Business partner name | | Account number | |
| Business partner number | | System code | <i>(if applicable)</i> |

Supporting documents

You must provide the following documents with this application:

- _____ Forms (Form 5)
- _____ Supporting documents (e.g. decision notices, reports, soil tests, engineering reports)
- _____ Plans (if applicable)

Declaration*

I understand and acknowledge that:

- by making this application, I, the private building certifier, declare that the information provided in this approval is true and complete to the best of my knowledge
- I approve of the information that has been provided in this application
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

Fees*

| | Amount |
|---------------|----------|
| Amended plans | \$ 87.00 |

These fees are in accordance with Council's regulatory fees and non-regulatory charges. A copy of these fees and charges can be found on Council's website cityofgoldcoast.com.au

Payment Options

Business partner account (BP)

| | | | |
|-----------------------|--|-------------------------|--|
| Business partner name | | Business partner number | |
|-----------------------|--|-------------------------|--|

Cheque or credit card at any of Council's branch offices. For branch office locations and operating hours, please refer to Council's website.

Please be advised that payment by credit card will incur a surcharge.

Cheque or money order may be posted to Council's post office box address as above. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately received.