



## Information Sheet

Please send this form with any new project.

Who is submitting the information (Applicant) : \_\_\_\_\_

contact name, phone number and email address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If a builder is undertaking the installation and the value of residential work is \$3300 or more (QBCC) Queensland Building Construction Commission insurance will be required, an insurance certificate will be issued by the QBCC, we will require a copy of this certificate to issue the permit/approval. An Owner Builder can perform residential construction work up to the value of \$11000 without an OB licence number, over this value contact the QBCC to obtain a license.

Builders Name \_\_\_\_\_

Email address & Phone number: \_\_\_\_\_

Builders Postal address \_\_\_\_\_

Job Description: \_\_\_\_\_

Job Cost: \$ \_\_\_\_\_ QBCC insurance Yes /  No license No: \_\_\_\_\_

Site Address: \_\_\_\_\_  
Include post code.

\_\_\_\_\_

Lot: \_\_\_\_\_ RP / SP / GTP / BUP : \_\_\_\_\_

Site contact phone: Hm \_\_\_\_\_ Wk \_\_\_\_\_ Mob \_\_\_\_\_

Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners address: \_\_\_\_\_

Owner's E-mail address: \_\_\_\_\_

**All paperwork will be emailed.**

Invoice to: \_\_\_\_\_ Other council charges invoice to \_\_\_\_\_

\_\_\_\_\_



## OWNERS CONSENT/ ENGAGEMENT AGREEMENT

I / We authorise Phillip Meads & All Approvals Pty Ltd to act on my / our behalf to inquire, lodge, obtain or cancel application(s) for:-

- development permits, town planning assessments,
- sewerage plans, house plans, and
- any other information / documentation they deem necessary for the building approval and inspection process.

The owner acknowledges that the fees paid are for assessment, the issuing of a building approval and include a council archival fee and a final inspection. If in the assessment process it is identified that additional council applications are required All Approvals will advise you of this and the associated additional costs and options, if available, to avoid the additional application before proceeding. If the application is cancelled a part refund may be available.

Where owners are responsible for items of construction that are not compliant at the time of inspection and re-inspection is required. The owner will be responsible for meeting the cost of \$165.00 per reinspection.

The owner agrees to indemnify Phillip Meads & All Approvals Pty Ltd and its representatives of any liability with regard to the correct positioning of any structures in relation to property boundaries. If owners want to be sure structures are correctly located a registered land surveyor can identify this for you, this is not part of the building approval.

Permits are valid for 2 years. If before the expiration of the permit an extension is requested the extension may be granted for 6months (fees Apply). If the permit expires before a final inspection certificate (form 21) is issued a new permit will be required. If information is requested to progress the application towards an approval and the information is not provided within 6 months, additional fees will apply if the application is to be continued after this time.

The owner must advise the certifier in writing of any statutory covenant, easement or building envelope on the property that contains the structure / building. Phillip Meads & All Approvals Pty Ltd does not warrant that the development approval for building work complies with these.

The owner/ tenant permit the representatives of All Approvals Pty Ltd to access the property for the duration of the permit for the purpose of performing inspections on the proposed work.

As the owners of (address): \_\_\_\_\_  
\_\_\_\_\_

I / we agree to the content of this letter.

Print full name (*use block letters*): \_\_\_\_\_  
Owner 1

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name (*use block letters*): \_\_\_\_\_  
Owner 2

Signed: \_\_\_\_\_ Date: \_\_\_\_\_