



# Request to finalise a building approval

**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Development Services:**  
Ph: 07 3205 0555

**Internet**  
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[council@moretonbay.qld.gov.au](mailto:council@moretonbay.qld.gov.au)

Fees listed are applicable 01 July 2024 - 30 June 2025

**ABN:** 92 967 232 136

## Building finalisation fees

**Building finalisation - Class 10 buildings -** ☐ \$553.00

**Patios/garages/carports and other (excluding swimming pools)**

*Includes a maximum of one inspection where required and file retrieval*

**Swimming pool finalisation** ☐ \$665.00

*Includes one inspection and file retrieval.*

**Building Finalisation - Class 1 buildings and commercial fitouts (minimum fee)** ☐ \$786.00

*Includes a maximum of one inspection where required and file retrieval.*

*Additional inspections may be required.*

**Building Finalisation - Commercial/Industrial or multi- residential building less than 500m2 (minimum charge)** ☐ \$958.00

*Includes a maximum of one inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 3 hours.*

**Building Finalisation - Commercial/Industrial or multi- residential building 500m2 - 2000m2 and less than 3 storeys (minimum charge)** ☐ \$1,307.00

*Includes a maximum of two inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 5 hours.*

**Building Finalisation - Commercial/Industrial or multi- residential building greater than 2000m2 (minimum charge)** ☐ \$1,636.00

*Includes a maximum of two inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 5 hours.*

**Please note:** Additional fee of \$183.00 per hour may apply for plumbing applications for buildings with a floor area greater than 500sqm.

## Applicant details

*Applicant must be the property owner or provide written authority to act on behalf of the owner.*

Company name:

Contact person:

Postal address

Email address:

Home number:

Work phone:

Mobile:

**Please note:** The contact details you provide may be used to update Council's records.

## Contact details for inspections

**Complete this section if the applicant is not the person to arrange access for inspections.**

Contact person:

Address:

Phone numbers(s):

**Please note:** The contact details you provide may be used to update Council's records.

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## Property and approval information

Street address:

Real property description:

Lot:

Plan:

Building approval number to be finalised:

Building work to be finalised:

## Customer summary

I/We acknowledge and accept the following:

- The finalisation fees listed include one inspection (excluding swimming pool finalisation). Should additional inspections be necessary, payment of a further fee of \$163.00 per inspection is required and can be paid by credit card over the phone.
- This request ensures the currency period for the building approval remains in effect for 12 months (only) and that if I/we do not obtain a final inspection certificate within that period, the submission of another request and applicable fee is required.
- That within 10 working days of receiving this request, council will make contact and arrange any necessary inspection.
- That I/we provide a copy to Council of the "IDAS Form 22 – Notice of discontinuance of engagement" that I/we have provided to the certifier with this request if it relates to finalising a building approval that was originally issued by a private building certifier who is no longer engaged.
- That written authority to act on behalf of the owner must accompany this request (if applicant is not owner).
- That combined files which contain both the building and plumbing approval in one file, and where one or both approvals require finalisation, only a single form and fee is required to finalise both approvals. However, additional inspections may apply.
- That all building approvals issued by a private building certifier after 1 September 2006, which have been lapsed in accordance with the statutory provisions cannot be finalised and an entirely new building approval must be obtained.

Signature:

Date:

**Privacy statement:** City of Moreton Bay is collecting your personal information for the purpose of assessing your application. The collection of this information is authorised under the Building Act 1975 and the Planning Act 2016. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.

## Payment options



### Pay by Web

Visit Council's website:  
[www.moretonbay.qld.gov.au](http://www.moretonbay.qld.gov.au)



### BPAY

Contact your participating financial institution to make payment from your account.



### In Person

Payment can be made in person at Caboolture, Redcliffe and Strathpine Offices.



### Mail

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Caboolture QLD 4510