



# Request to finalise a building approval

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

**Development Services**  
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**Internet**  
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**Fees listed are applicable 1 July 2022 – 30 June 2023**

**ABN: 92 967 232 136**

## Type of building approval to be finalised

- \$509.00: Building finalisation - Class 10 buildings - Patios/garages/carports and other (excluding swimming pools)**  
Includes a maximum of one inspection where required and file retrieval
- \$612.00: Swimming pool finalisation**  
Includes one inspection and file retrieval.
- \$722.00: Building Finalisation - Class 1 buildings and commercial fitouts (minimum fee)**  
Includes a maximum of one inspection where required and file retrieval. Additional inspections may be required.
- \$881.00: Building Finalisation - Commercial/Industrial or multi-residential building less than 500m2 (minimum charge)**  
Includes a maximum of one inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 3 hours.
- \$1202.00: Building Finalisation - Commercial/Industrial or multi-residential building 500m2 - 2000m2 and less than 3 storeys (minimum charge)**  
Includes a maximum of two inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 5 hours.
- \$1504.00: Building Finalisation - Commercial/Industrial or multi-residential building greater than 2000m2 (minimum charge)**  
Includes a maximum of two inspection where required and file retrieval. An additional hourly rate may apply if time exceeds 5 hours.
- Note: Hourly rate to be applied where minimum charge is exceeded at the rate of \$168.00 per hour.**

## Applicant details

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

Company name:

Full name:

Postal address:

Phone:

Mobile:

Email address:

## Contact details for inspections

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

Full name:

Address:

Phone:

Mobile:

## Property and approval information

Street address:

Real property description:  
Lot:  Plan:

Building approval number to be finalised

Building/structure 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 \$150.00 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

Moreton Bay Regional Council 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:

**In person** – Present this form at any of the Moreton Bay Regional Council Customer Service Centres:  
**Caboolture:** 2 Hasking Street, Caboolture | **Strathpine:** 220 Gympie Road, Strathpine | **Redcliffe:** Irene Street, Redcliffe  
**By mail** – Please make all cheques/money orders payable to Moreton Bay Regional Council.

### Office use only

CSO: \_\_\_\_\_ Date: \_\_\_\_\_  
Receipt number: \_\_\_\_\_ Amount: \_\_\_\_\_