



BUILDING APPROVALS

Submission Guidelines

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INTRODUCTION

This guide has been produced by Mackay Regional Council to assist in the submission of Building Approvals and associated documents for Council records.

It is the certifier's responsibility to comply with legislative timeframes for document submission in accordance with the *Building Act 1975*.

Building Approvals are commonly referred to within Council as PC Lodgements.

NOTICE OF ENGAGEMENT

LODGEMENT

All Notice of Engagement correspondence should be emailed to council@mackay.qld.gov.au for processing.

METHOD OF APPLICATION FEE PAYMENTS

There is no application fee for this submission.

ENQUIRIES

If you have an enquiry about a Notice of Engagement you have recently submitted, please contact Council on 1300 622 529 or via email at council@mackay.qld.gov.au.

BUILDING APPROVAL - DECISION NOTICE SUBMISSIONS**LODGEMENT**

All documentation approved as part of the building approval must be submitted to Council including relevant, completed IDAS Forms.

Failure to provide the required documents or incomplete IDAS Forms will result in a request for information being issued and the approval will be held in abeyance until the outstanding information is provided.

Council offers the following lodgement methods for Building Approval - Decision Notice submissions:

LODGEMENT TYPE	LODGEMENT PROCESS
EMAIL LODGEMENT	<ul style="list-style-type: none">Convert all documentation to PDF format;Submit application to pclodgements@mackay.qld.gov.au (mailbox acceptance size is 30mb per email).
HARD COPY LODGEMENT	All documentation should be on an electronic device (disc or USB) or printed and lodged at the Sir Albert Abbott Administration Building, 73 Gordon Street, Mackay between business hours.

METHODS OF APPLICATION FEE PAYMENTS

There is an application fee payable with all Decision Notice submissions. Please refer to Council's current [Cost Recovery Fees and Charges](#) >> Community and Client Services >> Health and Regulatory Services >> "Building Work" Lodgement and Archive Fee.

Upon receipt of the submission, Council will calculate the application fee amount payable and issue a Payment Notice containing the amount owed, available payment methods and unique payment references specific to your application.

Upon receipt of the Payment Notice; customers should make payment at their earliest convenience to ensure they comply with legislative requirements.

ENQUIRIES

If you have an enquiry about a Building Approval - Decision Notice you have recently submitted, please contact Council via email at pclodgements@mackay.qld.gov.au or by phoning 1300 622 529 and request to speak with the Development Support Team regarding a PC Lodgement.

BUILDING APPROVAL - AMENDMENT SUBMISSIONS**LODGEMENT**

Council offers the following lodgement methods for Building Approval Amendments submissions:

LODGEMENT TYPE	LODGEMENT PROCESS
EMAIL LODGEMENT	<ul style="list-style-type: none">Convert all documentation to PDF format;Submit application to pclodgements@mackay.qld.gov.au (<i>mailbox acceptance size is 30mb per email</i>).
HARD COPY LODGEMENT	All documentation should be on an electronic device (disc or USB) or printed and lodged at the Sir Albert Abbott Administration Building, 73 Gordon Street, Mackay between business hours.

METHODS OF APPLICATION FEE PAYMENTS

There is an application fee payable with all Amended Documentation submissions. Please refer to Council's current [Cost Recovery Fees and Charges](#) >> Community and Client Services >> Health and Regulatory Services >> "Building Work" Lodgement and Archive Fee.

Upon receipt of the submission, Council will calculate the application fee amount payable and issue a Payment Notice containing the amount owed, available payment methods and unique payment references specific to your application.

Upon receipt of the Payment Notice; customers should make payment at their earliest convenience to ensure they comply with legislative requirements.

ENQUIRIES

If you have an enquiry about a Building Approval Amendment you have recently submitted, please contact Council via email at pclodgements@mackay.qld.gov.au or by phoning 1300 622 529 and request to speak with the Development Support Team regarding a PC Lodgement.

BUILDING APPROVAL – EXTENSION AMENDMENTS**LODGEMENT**

Please Note: Subsequent extensions (excludes first extensions) submissions are subject to review by Council. These will be assessed and a response issued by the Building Governance Officer.

Council offers the following lodgement methods for Extension Amendment submissions:

LODGEMENT TYPE	LODGEMENT PROCESS
EMAIL LODGEMENT	<ul style="list-style-type: none">▪ Convert all documentation to PDF format;▪ Submit application to pcldgements@mackay.qld.gov.au (<i>mailbox acceptance size is 30mb per email</i>).
HARD COPY LODGEMENT	All documentation should be on an electronic device (disc or USB) or printed and lodged at the Sir Albert Abbott Administration Building, 73 Gordon Street, Mackay between business hours.

METHODS OF APPLICATION FEE PAYMENTS

There is an application fee payable with all Extension Amendment submissions. Please refer to Council's current [Cost Recovery Fees and Charges](#) >> Community and Client Services >> Health and Regulatory Services >> "Building Work" Lodgement and Archive Fee >> Class 1 & 10 or Class 2 to 9 Amendments.

Upon receipt of the submission, Council will calculate the application fee amount payable and issue a Payment Notice containing the amount owed, available payment methods and unique payment references specific to your application.

Upon receipt of the Payment Notice; customers should make payment at their earliest convenience to ensure they comply with legislative requirements.

ENQUIRIES

If you have an enquiry about an Extension Amendment you have recently submitted, please contact Council via email at pcldgements@mackay.qld.gov.au or by phoning 1300 622 529 and request to speak with the Development Support Team regarding a PC Lodgement.

FINAL CERTIFICATE SUBMISSIONS

LODGEMENT

All Final Certificate correspondence should be emailed to council@mackay.qld.gov.au for processing.

Please ensure Council Reference Number is provided to ensure prompt processing.

METHOD OF APPLICATION FEE PAYMENTS

There is no application fee for this submission.

ENQUIRIES

If you have an enquiry about a Final Certificate you have recently submitted, please contact Council on 1300 622 529 or via email at council@mackay.qld.gov.au.