



BUILDING APPROVALS

Submission Guide

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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

LODGE

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

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 buildingapprovals@mackay.qld.gov.au

DECISION NOTICE SUBMISSIONS

LODGE

All documentation approved as part of the building approval must be submitted to Council, including a completed DA Form 2.

Failure to provide the required documents, information or a completed DA Form 2, will result in a request for information being issued and the approval will be held in abeyance until the outstanding information is provided.

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.

Refer to the below table for further information about available lodgement and payment methods for Building Approval Decision Notices:

ONLINE LODGE	Lodgement	Visit www.mackay.qld.gov.au > Business > Planning & Development > Building Approvals to view User Guides and a hyperlink to submit Decision Notices via Online Services (eApplications).
	Application Fee	Online Services (eApplications) will calculate the required application fee and process the payment via credit card during lodgement. A Tax Receipt will be emailed to the registered user once the payment has been processed.
EMAIL LODGE	Lodgement	Submit application to buildingapprovals@mackay.qld.gov.au (mailbox acceptance size is 30mb per email). Please Note: Council cannot accept Building Approval documents via file share websites (eg. Dropbox).
	Application Fee	Upon receipt of the submission, Council will 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.
HARD COPY LODGE (In Person)	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.
	Application Fee	Upon receipt of the submission, Council will 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.
HARD COPY LODGE (By Post)	Lodgement	All documentation should be on an electronic device (disc or USB) or printed and mailed to Mackay Regional Council, ATTN: Development Support, PO Box 41, Mackay, QLD, 4740.
	Application Fee	Upon receipt of the submission, Council will 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 buildingapprovals@mackay.qld.gov.au or by phoning 1300 622 529 and request to speak with the Development Support Team regarding a PC Lodgement.

AMENDMENT / EXTENSION SUBMISSIONS

LODGEMENT

All amendments to approved Building Approval Decision Notices/plans and extensions granted are classed as Amendments.

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

Refer to the table below for further information about available lodgement and payment methods for Building Approval Amendments:

EMAIL LODGEMENT	Lodgement	Submit application to buildingapprovals@mackay.qld.gov.au (mailbox acceptance size is 30mb per email). Please Note: Council cannot accept Building Approval documents via file share websites (eg. Dropbox).
	Application Fee	Upon receipt of the submission, Council will 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.
HARD COPY LODGEMENT (In Person)	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.
	Application Fee	Upon receipt of the submission, Council will 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.
HARD COPY LODGEMENT (By Post)	Lodgement	All documentation should be on an electronic device (disc or USB) or printed and mailed to Mackay Regional Council, ATTN: Development Support, PO Box 41, Mackay, QLD, 4740.
	Application Fee	Upon receipt of the submission, Council will 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 buildingapprovals@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 buildingapprovals@mackay.qld.gov.au for processing.

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

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 buildingapprovals@mackay.qld.gov.au.
