

## CHANGING AN EXISTING APPROVAL

Enquiries to: Building Department  
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### ***Purpose of This Information Sheet***

This document outlines the procedure, relating to development permits for building work issued by Council, for requests to do any of the following:

#### **EXTENSION OF THE APPROVAL PERIOD**

- Conditions are attached to an approval which limits the time the permit is valid for.

#### **AMENDING or ALTERING AN ASPECT OF THE APPROVAL (OTHER THAN CONDITIONS)**

- An applicant may have major amendments to the approved plans.

#### **CHANGING CONDITIONS ASSOCIATED WITH THE PERMIT**

- An applicant may request reconsideration of a condition associated with a permit.

**CHANGE OF USE OF BUILDING SUBJECT OF AN ALTERNATIVE SOLUTION WILL REQUIRE THE BUILDING TO BE REASSESSED.**

### ***Definition / Source***

The information provided is sourced from: *Planning Act 2016*.

### ***Procedure***

The applicant is to submit:

- a) A Request to Change an Existing Approval. This form is available from Council (website or customer service desk) Note: the signature of the owner is not required to confirm consent of the request. Where a concurrent agency was involved in approval of the project, then the request is to also be sent to that agency (agency may be identified on the original approval).
- b) Fee for lodgment of the application (as per the current Fees Schedule).
- c) Any other information the person making the request considers relevant.

Council is to consider the request and makes its decision within 20 business days of receiving the request.

### ***Where a Private Building Certifier is the Assessing Officer***

Where a Private Building Certifier is the assessing officer then the request is to be submitted to that Certifier for consideration.

### ***Enquiries***

Contact the Building Department of Council where Council is the assessing officer. Contact the Private Certifier if they are the assessing officer.