

Building Approval Amendment Request Form



ABN 95399253048
Telephone 1300 790 919
Postal PO Box 2292 Yeppoon 4703
Enquiries www.livingstone.qld.gov.au/OnlineServices



Did you know you can [apply online?](#)

Privacy Notice: Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under section 369 of the Planning Act 2016 and the Building Act 1975. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Customer Details

Applicant Name	
Postal Address	
Contact Number	
Email Address	

Property Owner Details (if different to Applicant)

Owner Name	
Postal Address	

Existing Approval Details

Approval Number		Date Issued	
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Site Details

Street Address			
Lot Number		Plan Number	

Amendment Type

Please identify the type of amendment required below

Extension of the period before an approval lapse (extension fees payable as per Councils fees and charges)

Change of the development approval and or amended plans (change application fees payable as per Councils fees and Charges)

Change either the Applicant or Builders name associated with the application (a new DA Form 2 is to be provided with the request and fees payable as per Councils fees and charges)

Other – **please provide details below**

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Request Details, Reasoning and/or Justification (e.g. length of extension required)	
Reasoning/justification of the requested amendment	
If details have changed to one of the following, please indicate below	
Owners Details	Applicant
Builder details: (evidence of QBCC Home Warranty Details Insurance must be provided)	
Name	
Postal Address	
Preferred contact number	Email

Support Documentation	
Please remember to provide the below supporting documentation when submitting this form	
DA Form 2 – if changing the applicant’s or builder’s name associated with the application	
Evidence of QBCC Home Warranty Insurance Cover – if changing the builder’s details	
Amended documents (Plans, Engineering, technical reports etc)	
Name	
Signature	
Date	

Payment Options

Refer to Council's Current [Fees and Charges](#) for details.

Payment must be made when the form is submitted - forms will not be processed until payment is received.



ONLINE SERVICES - Visit www.livingstone.qld.gov.au/online-services and click on Payments.



IN PERSON - You can pay this account at any of Council's Customer Service Centres:

Yeppoon (Town Hall), 25 Normanby Street or
Emu Park (Library), 7-9 Hill Street



MAIL - Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703.