

Form 60—Notice to referral agency to inspect

1. Builder details

If the builder works for a company, a contact person must be shown

Name *(in full)*

Company name *if applicable*

Contact person

Phone no. *business hours*

Mobile no.

Fax no.

Email address

Postal address

Postcode

2. Signature of builder

Signature

Date

3. Property description

The description must identify all land the subject of the application.

The lot & plan details (eg. SP / RP) are shown on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.

Street address *(Include no., street, suburb / locality & postcode)*

Postcode

Lot & plan details *(attach list if necessary)*

In which local government area is the land situated?

Development approval number

4. Assessment manager / private certifier

A copy of this notice must be forwarded to the assessment manager.

If the assessment manager or the private certifier works for a company, a contact person must be shown.

Name *(in full)*

Company name *if applicable*

Contact person

Phone no. *business hours*

Mobile no.

Fax no.

Email address

Postal address

Postcode

Licence number

LOCAL GOVERNMENT USE ONLY

Date received

Reference Number/s

The *Building Act 1975* is administered by the
Department of Housing and Public Works



**Queensland
Government**

5. Inspection

Under the building development approval the following referral agency aspects are at a stage to be inspected by the agency.

Indicate aspects to be inspected.

Please advise details of the date and time of the proposed inspection/test/s by completing and returning the section below.

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6. Details of proposed inspection

Referral agency to complete and return to builder and building certifier.

It is advised that inspection/s will be carried out:

Day	Date	Time
		am / pm

Name of officer

Phone no.

Mobile no.

Fax no.

Email address

At property:

Street address *(Include no., street, suburb / locality & postcode)*

Postcode

Lot & plan details *(Attach list if necessary)*

In which local government area is the land situated?

Development approval number