

Notice of works timetable

Economy, Planning and Environment
Development Compliance
City Development

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Please use **BLOCK LETTERS** and complete all details in full

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the **Information Privacy Act (Qld) 2009** and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to <http://www.cityofgoldcoast.com.au/privacy>.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Type of notice

- Commencement of work (notice of works timetable)
- Commencement of use (notice of commencement)
- Retrospective development approval (notice of commencement)

Contact details

Name			
Postal address			
Primary phone		Alternative phone	
Facsimile		Email	

Project manager's contact details (if applicable)

Are these details the same as above? Yes No (if no, please complete the following)

Name			
Postal address			
Primary phone		Alternative phone	
Facsimile		Email	

Subject property details

Approval number			
Lot number		Registered plan type and number	
Property address			

Work/schedule details (for use with notice of works timetable condition)

Description of work intended to be carried out			
Expected commencement date			
Duration of work to be carried out			
Expected completion date			

General comments (e.g. existing or potential issues)

Office use only

Date received		System code	
Received by			

Fees

There is no fee associated with this form.

Notes

About this form	This form is to be used when a development application decision notice has been issued to you which requires a “notice of works timetable” or “notice of commencement” as part of the conditions of approval. Generally, this information is required for a material change or use (MCU) application. It enables the City’s Development Compliance section to determine contact details and schedules of activity so that a streamline inspection process may occur and final town planning approval be given to you.
Where to send your completed form	Once you have completed this form please submit via one of the following: MAIL: Development Compliance, City of Gold Coast, PO Box 5042, Gold Coast MC QLD 9729 EMAIL: DevCom_Operational@goldcoast.qld.gov.au
Further information?	If you have any additional questions regarding this form or process, please telephone Development Compliance on 07 5582 8184.