

# Replacement approval documentation

Council of the City of Gold Coast  
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## Application

Applicant details			
Only the approval holder may apply for replacement approval documentation. Provide details below.			
Applicant name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post		<input type="checkbox"/> Email

Approval details	
Provide details of your existing approval below and the type of documentation you require a replacement of.	
Approval type	
Approval reference (licence / permit number)	
Select the approval documentation you require a replacement of *	<input type="checkbox"/> Approval/certificate and conditions <input type="checkbox"/> Approved plans <input type="checkbox"/> Label

Fees	
Select the applicable fee from the table below.	
Fee name	Fee amount
<input type="checkbox"/> Replacement approval documentation - Approval/certificate and conditions	Nil* or \$31.00
<input type="checkbox"/> Replacement approval documentation - Approved plans	Nil* or \$31.00
<input type="checkbox"/> Replacement approval documentation - Label (regulated vehicle usage sticker/decal)	Nil* or \$31.00
<input type="checkbox"/> Replacement Label - Commercial vehicle, resident, residential care, resident event, carer, or visitor parking permit label	Nil

\*Where the application is determined not eligible for a NIL fee, a request for payment will be issued. (ie business operations are located outside of the City.)

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, [cityofgoldcoast.com.au/fees](http://cityofgoldcoast.com.au/fees).

### Payment options (no cash transactions are available)

- MasterCard, Visa, debit card or cheque at any of the City's branch offices. Our branch office locations and operating hours can be found on our website [cityofgoldcoast.com.au/contactus](http://cityofgoldcoast.com.au/contactus)
- Cheque or money order – make payable to: Gold Coast City Council. Postal address at top right of first page. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately received.

**Note: Please be advised that payments by credit card will incur a surcharge.**

Declaration			
This section must be completed by, or for each applicant. Where a person is signing on behalf of a corporation or person (the 'signatory'), they must occupy a position that is legally entitled to make that application and complete the details below. Documentation must be provided if a power of attorney (POA) signs on behalf of a person.			
I understand and verify that:			
<ul style="list-style-type: none"> <li>▪ I am duly authorised to make this application</li> <li>▪ The statements and information provided are accurate, true and complete</li> <li>▪ I have received all relevant third party consents and authorisations</li> <li>▪ It is an offence to knowingly provide false or misleading information</li> <li>▪ Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity</li> </ul>			
Applicant one (person or organisation)			
<b>Applicant name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	
Additional applicant (if required)			
<b>Applicant name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	

### 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 [cityofgoldcoast.com.au/privacy](http://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.

Office use only			
<b>Date received</b>		<b>Fee paid</b>	
<b>Received by</b>		<b>Receipt number</b>	