



Dear Billing Customer,

Please be advised Queensland Fire and Rescue (QFR) has received a request for services relating to building approvals e.g. assessment, inspection or meeting. Fees for these services will be charged in accordance with the *Fire Services Act 1990* and the *Building Fire Safety Regulation 2008*.

This letter outlines important information regarding the fees for services.

In lodging the request your agent has accepted on your behalf that you will pay the fees and charges prescribed for the identified services by a payment method accepted by QFR.

If the bill is not paid by the due date, QFR may:

- (a) Charge a late fee;
- (b) Engage a mercantile agent to recover the money owed. If QFR engage a mercantile agent, a recovery fee may also be charged;
- (c) Institute legal proceedings to recover the money owed. If legal proceedings are instituted, QFR may seek to recover reasonable legal costs.

Please note that all invoices are payable by you, as the Billing Customer, unless QFR receives written correspondence advising a change from the arrangements submitted on the request.

All invoices outstanding and issued henceforth will be done so to the nominated Billing Customer.

See <https://www.fire.qld.gov.au/compliance-and-planning/referral-agency-advice> for further information on fees and charges.