

# BUILDING PERMIT AMENDMENT APPLICATION FORM



Please read all notes at the bottom of this page prior to completing this application form.

TO: Relevant Building Surveyor

FROM:  Owner of Land or  Agent of Owner (Tick applicable box)

Name: .....

Postal Address: ..... Postcode: .....

Phone/Mobile No. : .....

Email Address: .....

BUILDING PERMIT NO: .....

SITE ADDRESS: .....

## AMENDMENT DETAILS 1:

Provide a brief description below of each amendment(s) being requested: E.g. Modification(s) to structural footing design, Correction made to architectural drawings, Added extra window or door, Deleted extra window or door, etc.

1. ....
2. ....
3. ....
4. ....

TOTAL COST OF AMENDMENT(S) <sup>5</sup>: (include the cost of all labour and materials) \$ .....

The following information is attached as evidence validating the above cost of building work (Tick applicable box);

- A copy of Building Contract and/or variation claim identifying the cost of the amended building work; or
- Other form of documentary evidence verifying the total cost of amendments. (Refer to 'Note 5' below).

Signature: ..... Date: .....

## NOTES:

1. An amendment is only permitted when a building permit may have been issued with clerical errors or accidental omissions or where **minor** design changes may have occurred for example, changes to a structural column or beam or relocating, adding or deleting doors or windows. **Substantial design changes such as an additional storey extension or where the variation does not form an integral part of the existing building permit will require a new separate building permit.** Please refer to Victorian Building Authority (VBA) Practice Note 2018-21 for further details. If required an 'Application for a Building Permit' can be downloaded at [www.simplepermits.com.au](http://www.simplepermits.com.au)
2. Expedient amendment of documents by parties other than the designer will not be accepted, this includes the practice of handwritten changes to dimensions or design criteria without revisiting the scale of drawings, design analysis and other relevant background design criteria. Any/all amendments or changes to documents and/or designs must also be referred back to the various design practitioners or authorities for revision/review and be re-endorsed by each design practitioner, town planning or relevant reporting authorities where appropriate. For example, an amendment to an architectural design can result in the need for consequential amendments to be made to structural, mechanical, electrical, energy rating or even build over easement or town planning documents. Note it is recommended that the applicant ensure that they have referred any/all amendments/changes to each appropriate relevant practitioner or authority prior to submitting this application. Failure to do so may result in delays with this application. Please refer to Victorian Building Authority (VBA) Practice Note 2014-62 for further details.
3. All information within this application must be fully completed and a set of all relevant new fully revised documents submitted. Failure to do so will result in delays with this application. This application must be submitted together with either an electronic copy of all documents (in PDF format) incorporating and in combination with all the amended/revised and unchanged pages or submit four (4) fully scaled hard copies of all documents incorporating and in combination with all the amended/revised and unchanged pages. E.g. new fully revised sets of Architectural plan(s); and/or new fully revised sets of Engineers structural drawings, computations and engineers Regulation 126 Design certification; new fully revised Energy Rating Reports with endorsed plans; Amended Town Planning Permits with endorsed plans; any new fully revised Council Consent & Reports; any new fully revised Build Over Easements; or the like, etc.
4. It is the responsibility of the applicant to provide truthful and accurate information. Note the VBA may investigate and/or prosecute any persons found guilty of providing false or misleading information in relation to this application.
5. It is the responsibility of the applicant for a building permit (including a person acting as agent for the owner) to provide sufficient information to establish the cost of building work. The cost of the building work is determined most commonly through the established contract price for the building work (including the cost of labour and materials). Where a contract is in place, the applicant is required to specify the contract price, including the cost of labour and materials. If a contract is not in place, the cost of the building work needs to be estimated. The applicant must provide sufficient information to enable the RBS to estimate the cost of the building work (including itemising the cost of labour and materials necessary to build in accordance with approved plans and specifications of the building permit, as well as the method of estimation used). Documentary evidence may also include (but is not limited to):
  - a copy of the building contract and/or variation claim (or a copy of a relevant extract of the building contract) identifying the cost of building work
  - documentation/calculations of the cost of materials and cost of labour prepared by the applicant for a building permit (where a building contract is not in place)
  - for domestic building work, a warranty insurance certificate with the building contract and/or variation amount identified
  - cost of building work assessment undertaken by a suitably qualified building practitioner i.e. quantity surveyor
  - industry cost of building work guides etc.