

BUILDING PERMIT AMENDMENT APPLICATION FORM



TO: Simple Permits Building Consultants Pty Ltd

FROM APPLICANT: This application is made by the owner / agent of the owner, of the property.

NAME OF APPLICANT:

(Please provide the full name. If the client is a company, please ensure that the company name is provided and not just a business name)

ACN / ABN:

(Please complete if the Client is a company)

POSTAL ADDRESS:

POSTCODE:

CONTACT PERSON:

(Please complete if the Client is a company)

PHONE/MOBILE N^o:

EMAIL ADDRESS:

BUILDING PERMIT NO:

PROJECT ADDRESS:

AMENDMENT DETAILS ¹ :

(Provide a brief description of each amendment being requested: *i.e.* Adjustments, Modifications or Corrections to design drawings; such as added extra window/door or deleted extra window/door, etc).

1.

2.

3.

All modifications, alterations or changes must be clearly marked or highlighted for easy identification on the amended plans. Failure to identify all modifications, alterations or changes will invalidate your application.

Note the owner must monitor the cost of work and maintain records of the cost of work. This duty will fall to the owner or the applicant for the building permit (if the variation related to an amendment of a building permit). Notification must be given to the VBA within 28 days of becoming aware of the revised final cost. Where the owner or applicant fails to notify the VBA of a variation to building work, or where false or misleading information relating to the cost of building works has been provided, a penalty levy may apply.

AMENDMENT TOTAL COST OF WORKS ⁵: (include the cost of all labour and materials) \$

One of the following should be attached with this application to help validate the total cost of work for the above mentioned altered/amended building work;

- 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*)

By signing below, I the applicant, declare and certify that all the information provided is true and correct.

Signature: Date:

[†] Tick as applicable

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
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. 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.
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.
6. Applicable fees will apply to all applications. It is the applicant's responsibility to ensure they understand and agree to all fees prior to lodging any applications. The fees for this service are **non-refundable**.
7. The relevant building surveyor may require an applicant to provide additional information or documents if the relevant building surveyor considers it necessary for the purposes of making a determination. An application may be refused/cancelled if information is not received within **30 days** from the date the RBS requests any additional information. The owner or applicant will be required to pay full application fees each time any applications are refused or cancelled.