

# Building Permit due to lapse Extension of Time Application Form



To: Relevant Building Surveyor at Simple Permits.

FROM:  Owner or  Agent of Owner

NAME: .....

POSTAL ADDRESS: .....

CONTACT PERSON: .....

TELEPHONE: .....

EMAIL: .....

SITE ADDRESS: .....

## CURRENT BUILDING PERMIT DETAILS:

Building Permit No:	
Commencement date:	
Completion date:	

Have the building works commenced?  Yes  No

Provide a brief description of the building works to be completed

.....  
.....

I/we hereby wish to formally request an extension of time of ..... months on the above mentioned Building Permit for to the following reasons;

.....  
.....  
.....

Signature; ..... Date

## NOTES

1. This application must be submitted prior to the Building Permit lapse date. A new Building Permit will be required where an existing building permit has already lapsed. Applicable fees will apply.
2. The relevant building surveyor may undertake a final inspection and issue an Occupancy Permit or Certificate of Final Inspection only if the work has been satisfactorily completed.
3. The relevant building surveyor can only consider extending the period within which any building work is required to be commenced or completed if;
  - a. The relevant building surveyor receives a formal request prior to the lapse date of the building permit. An extension of time will not be granted to an application received after the lapse date on the Building Permit; and
  - b. If the relevant building surveyor considers that the extent of the building work warrants an extension. Applicable fees will apply.

## RELEVANT BUILDING SURVEYOURS RESPONSE:

I hereby respond to the above request served on me by the owner or owners agent and—

- Agree to the above request and allow an extension of ..... Months; or
- Agree to allow an extension of ..... Months only; or
- Disagree with the request for the following reasons;
  - The request letter was received after the due lapse date on the Building Permit; and/or
  - I have determined that the above reason/s do not warrant an extension of time.

RBS Signature ..... Date