

Notification of change of Builder and/or Owner



TO: Simple Permits Building Consultants Pty Ltd (Simple Permits)

FROM: (Tick appropriate box) Owner of Land Agent of Owner Builder

Name / Company: ACN/ABN:

Contact Person:

Postal Address: Postcode:

Phone/Mobile No.: Email Address:

BUILDING PERMIT NO:

SITE ADDRESS:

I wish to notify Simple Permits of the following changes to the above mentioned Building Permit;
(Please select as necessary)

Ending engagement of a Builder

The engagement of the following builder and/or insured architect, ended after the above mentioned building permit was issued and before the completion of building work. I provide written notice to Simple Permits effectively suspending the building permit until such time that a new registered builder or insured architect is engaged to carry out and complete any further building works.

Name of Builder:

Registration No.

and/or

Subsequent engagement of a Builder

I provide written notice to Simple Permits of the engagement of the following registered builder practitioner or insured architect to carry out and complete the building works identified in above mentioned Building Permit.

Name / Company of Builder: ACN/ABN:

Builders Registration No.

Contact Person:

Postal Address: Postcode:

Phone/Mobile No.: Email Address:

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

I attach all the following information with this notification;

- A full copy of the new Building Contract; **and**
- A full copy of the new Builders Warranty Insurance Certificate with policy conditions.

NOTE: Failure to submit all required documents will invalidate your notification.

and/or

Change of Ownership

I provide written notice to Simple Permits of the change of ownership relevant to the land and/or building identified in above mentioned Building Permit.

Name / Company of new Owner: ACN/ABN:

Contact Person:

Postal Address: Postcode:

Phone/Mobile No.: Email Address:

I attach the following evidence of new ownership with this notification;

- A full copy of the Contract of Sale signed by all parties; and/or
- A copy of Lawyers letter validating and detailing the change in ownership between all parties; and/or
- A full copy of Title with the new owner's details clearly shown.

NOTE: Failure to submit any of the above required documents will invalidate your notification.

By signing below I declare that the information provided with and within this form is true and correct and I agree to all Simple Permits conditions and associated fees and charges.

Signature: Date:

OFFICE USE – SIMPLE PERMITS RESPONSE:

I have determined that to the best of my knowledge, this notification has been submitted to me in good faith by the claimant and;

- I am satisfied that the builder's engagement has ended; and/or
- I am satisfied the subsequent engagement of the new builder meets the relevant requirements; and/or
- I am satisfied the change of ownership meets the relevant requirements; or
- I disagree with the above notification for the following reasons;
 - The application is incomplete or has misleading or contradictory information; and/or
 - I have determined that the request does not permit me to act under Section 79; and/or
 - I have determined that the above request does not warrant my services.

RBS Signature Date: