

## Certified checklist of documents to lodge with the relevant council

This fact sheet explains new sections 30A and 30B of the *Building Act 1993* (the Act), that commence on 4 July 2016.

### **PENALTY FOR BREACHING SECTION 30B (The value of a penalty unit is \$151.67 as at 16 June 2016)**

**10 penalty units**

#### **THE CHANGE**

From 4 July 2016, the relevant building surveyor (RBS) is required to certify, using the checklist approved by the Victorian Building Authority (VBA), that:

- a building permit and all associated documents have been given to the relevant council; and
- the required lodgment fee has been paid.

It is an offence for the RBS not to lodge the approved checklist when lodging the required documents or make the required certifications.

#### **WHAT THE CHANGE MEANS**

##### **Building surveyors**

You must use the checklist approved by the VBA when providing a building permit and associated documents to the relevant council.

The checklist is available online at [www.vba.vic.gov.au](http://www.vba.vic.gov.au).

This checklist must be used every time you lodge documents with council in relation to a building permit.

In circumstances where it is necessary to amend a building permit and/or lodge additional documents, you are required to use the checklist to do so. You are not required to resubmit documents previously lodged with council that remain unchanged. These should be marked "N/A" on the checklist accompanying the additional documents.

#### **Read new sections 30A and 30B**

##### **30A Authority may approve checklist of documents to be certified**

- (1) The Authority may approve a checklist of all documents required under section 30 to be given to the relevant council by the relevant building surveyor.
- (2) The Authority must publish the approved checklist on the Authority's website.

##### **30B Relevant building surveyor must certify that documents given to council**

The relevant building surveyor must—

- (a) certify on the approved checklist that—
  - (i) all documents required under section 30 to be given to the relevant council have been given to that council; and
  - (ii) any lodgment fee required under section 30(2) has been paid.
- (b) give the certified checklist to the relevant council at the same time as the documents required under section 30.

**Penalty: 10 penalty units**

#### **Want to know more?**

Please [submit an enquiry](#) or call us on 1300 815 127.

Victorian Building Authority  
733 Bourke Street Docklands VIC 3008

**[www.vba.vic.gov.au](http://www.vba.vic.gov.au)**