

Building permit data – ensuring accuracy and completeness

February 2014

As part of the VBA's Building Permit Levy Audit Program, lodged building permit data is reviewed to determine if data reported is accurate and complete.

The audits conducted in the first half of the 2013-14 financial year revealed some common issues around data accuracy and completeness.

Building permit application date

- The building permit application date reported did not always align with the application form. One of the common causes was that building surveyors received the completed application form on a later date than when the form was completed. Another cause was that the application date reported was the date the application was entered into the building permit record system, not the date the form was received.
- The VBA advises that once a completed application form is received, the form should be stamped with the date it was received. When entering the records in the building permit record system, ensure the date entered is the stamped receipt date.

Data inconsistencies within a building permit record

- The issue date for some building permits was before the permit application date.
- The BCA code(s) were sometimes inconsistent with the nature of the building work and description. For example, the reported BCA code was '10b' (fence, mast, antenna, swimming pool etc.) and the nature of the work code was '6' (demolition), but the description was reported as 'new carport'.

Data not reported

- The owner-builder certificate of consent number was not reported for some permits where the cost of works was \$12,000 or more. For building permits where the work is to be completed by an owner-builder, an owner-builder certificate of consent number is required.
- Other common data not reported includes complete details for the owner, builder and draftsman, as well as the unique property identifier (Standard Parcel Identifier number) and estimated project cost.

Data not in the required format

- The stage number was sometimes included as part of the permit number, for example, 20130001-1. The permit number and permit stage number are to be reported in two separate data fields.
- Data reported in the incorrect columns was a common issue.

Building surveyors are advised to check their monthly levy returns to ensure that building permit data is correct and complete before lodging them to the VBA. For more details of the reporting requirements, please refer to the [Reference Guide, Building Permit Levy and Building Information](#).