

Practice Note

2014-48

Issued July 2014

Building Permit Levy – Requirement to Forward to the Victorian Building Authority

This updates the previous Practice Note 2006-48 issued June 2006.

1. SUMMARY

Section 205G(3) of the Building Act 1993 (the Act) requires the applicant for the building permit to pay the building permit levy to the building surveyor prior to the issue of the building permit.

A building surveyor who receives an amount for the levy must forward a monthly return to the Victorian Building Authority providing details of all building permits issued and pay the levy (Section 205J(1) of the Act).

It is the responsibility of building surveyors to report all building permits issued and forward the collected amounts of building permit levy to the Victorian Building Authority.

2. RULING

The Building Regulations 2006 (the Regulations) prescribe the requirements of building surveyors who receive an amount of levy under section 205G of the Act.

Building surveyors must -

- record the date and amount of building permit levy received (regulation 321)
- within 7 days after the end of the month pay into the Building Administration Fund all amounts received for building permits issued during that month (regulation 321)

Building surveyors are required to include in the building permit levy return details of all building permits issued during the month, including those building permits where there is no levy payable.

Only the amounts of building permit levy received in respect of building permits issued during that month are to be included in the building permit levy return.

It is important that only details of building permits issued are reported on the building permit levy return. This will ensure that information provided is accurate as at the date of issue of the building permit.

If you have a technical enquiry please email: technicalenquiry@vba.vic.gov.au or phone 1300 815 127

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