

Practice Note

2014-19

Issued April 2014

Notifying Council of Building Works

This updates the previous Practice Note 2006-19 issued June 2006.

A private building surveyor who accepts an appointment as the relevant building surveyor for proposed building work and issues a building permit needs to promptly notify the local council, to prevent uncertainty about who the relevant building surveyor is and the legality of the building work under way.

It is not appropriate to list multiple building surveyors on a notification to council or only list the company details. Each notification must provide the name and registration number of the private building surveyor who has accepted the appointment and detail the scope of building work relating to the project.

The option to appoint a private building surveyor to issue a building permit means that a municipal building surveyor may not be immediately aware that a project has been cleared to proceed. Even when notice has been given under section 80 of the Building Act 1993 (the Act), until a copy of the permit is received, there is the potential for confusion about whether building work has commenced illegally.

The relevant building surveyor must supply this information to the relevant council within 7 days of the issuing of a building permit, as required by section 30 of the Act.

When building work is due to commence within 7 days of issuing the building permit, private

building surveyors should provide the council with a copy of the permit either:

- Immediately after it has been issued; or
- At least 48 hours before building work commences on-site.

The processes detailed above also apply to a municipal building surveyor of a council who is appointed as the relevant building surveyor with respect to land outside the municipal district of that council.

It is important to ensure that the details specified in regulation 317(2) of the Building Regulations 2006 are displayed on the allotment to help prevent uncertainty about who the relevant building surveyor is and the legality of the building work.

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

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