

## PRACTICE NOTE 19-2018

*This updates the previous Practice Note-2014-19 issued April 2014*

### Purpose

A private building surveyor (PBS) who accepts an appointment as the relevant building surveyor (RBS) for proposed building work must promptly notify the local council. This prevents uncertainty about who the RBS is and the legality of the building work under way.

Each notification must provide the name and registration number of the PBS who has accepted the appointment and detail the scope of building work. Listing multiple building surveyors or providing company details only on documentation and approved checklists should be avoided.

### Council Requirements

The RBS **must** provide council a copy of the building permit and relevant documentation relevant to the application within 7 days of the issuing of a building permit, as required by section 30 of the Building Act 1993 (the Act). This included any lodgement fee required to be paid and a signed copy of the approved checklist.

When building work is due to commence within 7 days of issuing the building permit, it is recommended that the PBS provide council with a copy of the building permit, completed checklist and all other relevant documentation either:

- immediately after the building permit has been issued; OR
- at least 48 hours before building work commences on-site.

This process also applies to a municipal building surveyor (MBS) who is appointed as the RBS for the building work outside the municipal district of that council.

Until council receives a copy of the building permit documentation, there is potential for confusion about whether building work has commenced illegally, even when notice is given under section 80 of the Act.

It is important to ensure that the details specified in regulation 41(2) of the Building Regulations 2018 (the Regulations) are displayed on the allotment to help prevent uncertainty about who the RBS is and the legality of the building work.

### Further information

Approved checklist can be accessed via the VBA website

#### Want to know more?

If you have a technical enquiry, please email [technicalenquiry@vba.vic.gov.au](mailto:technicalenquiry@vba.vic.gov.au) or call 1300 815 127.

Victorian Building Authority  
733 Bourke Street Docklands VIC 3008

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