

## FACT SHEET: Transitioning to BAMS

### Building permit number, levy and reporting changes from 1 July 2019

Important changes are being introduced to Victoria's building permit and levy legislations from 1 July 2019. These changes are reflected in the *Building Act 1993* (the Act) and the *Building Regulations 2018* (the Regulations). From 1 July 2019:

- the Victorian Building Authority (VBA) must issue a building permit number before a relevant building surveyor can issue a building permit
- owners have a new duty to notify the VBA of revised final costs of work
- the VBA will have new powers to re-assess a levy after issuance of a building permit; and
- revised mandatory monthly reporting duties will apply under regulation 47 and repeal of regulation 46 (monthly levy reporting).

To assist in the implementation of these reforms, the VBA is developing an online platform, known as the Building Activity Management System (BAMS). This platform will accept applications for building permit numbers (BPNs), process levy payments, issue BPNs, accept mandatory monthly reports from relevant building surveyors including amendments to building permits.

### When to apply for a Building Permit Number (BPN) – s.18AA

Building surveyors will be required to apply for a BPN from 1 July 2019 for all new building permit applications (applications accepted on or after 1 July 2019).

#### **Section 18AA(s) states:**

*Relevant building surveyor must apply for building permit number for building permit*

1. *On accepting an application for a building permit in relation to building work, the relevant building surveyor must apply to the Authority for a building permit number for the proposed building permit.*
2. *An application under subsection (1) must—*
  - a. *be in writing in the form (if any) approved by the Authority; and*
  - b. *include the cost of the proposed building work estimated by the relevant building surveyor under section 205I; and*
  - c. *include the estimate of the amount of building levy payable estimated by the relevant building surveyor under section 205I; and*
  - d. *include the prescribed information relating to the proposed building permit and building work to which the permit relates.*
3. *The relevant building surveyor may consider the application pending the issue of the building permit number for the building permit.*

#### **When does an RBS 'accept' an application?**

The application for a building permit should be deemed 'accepted' when it contains all the information that the RBS needs in order to;

- apply to the VBA for a building permit number (BPN)
- estimate the cost of work and calculate levy due (before applying for a BPN).

Practice should be that an RBS does not “accept” an application until all required information has been provided and estimated cost of work is settled.

## Transitional building permits, amendments and prescribed events

The following scenarios will demonstrate how building surveyors will need to manage existing building permits, new BPN applications and reporting of information to the VBA during the transition period.

The following scenarios will take you through the activities that occur before or after 1 July and what process should be followed.

1. Building Permit gets closed before 1 July 2019 (Current State).
2. Building Permit has been issued before 1 July. Some reportable events or amendments occur before 1 July and some occur on or after 1 July.
3. Building Permit has been issued before 1 July. All remaining reportable events or amendments occur on or after 1 July.
4. Application has been received and accepted before 1 July, but Building Permit is issued on or after 1 July.
5. Application is accepted on or after 1 July (may be received before 1 July).

### Scenario 1 – Building Permit gets closed before 1 July 2019 (Current State)

Before 1 July	1 July onwards
<ul style="list-style-type: none"> <li>• Applicant appoints building surveyor</li> <li>• Building surveyor accepts application</li> <li>• Building surveyor issues building permit</li> <li>• All prescribed events / amendments occur before 1 July 2019</li> </ul>	

#### Process to Follow:

- Follow the current process for the levy return reporting also known as the PLSSUM by the 7<sup>th</sup> of the month.
- Follow the current process to report amendments/events also known as the PLSPER and PLSCERT by the 7<sup>th</sup> of the month.

**Scenario 2 – Building Permit has been issued before 1 July. Some reportable events or amendments occur before 1 July and some occur on or after 1 July.**

Before 1 July	1 July onwards
<ul style="list-style-type: none"> <li>• Applicant appoints building surveyor</li> <li>• Building surveyor accepts application</li> <li>• Building surveyor issues building permit</li> <li>• Some prescribed events / amendments occur before 1 July 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Some prescribed events / amendments occur on or after 1 July 2019</li> </ul>

**Process to Follow:**

- Follow the current process to report June 2019 levy return, issued building permits, amendments/events also known as PLSSUM, PLSPER and PLSCERT via email by the 7<sup>th</sup> of July 2019.
- Amendments or events that occur on or after 1 July should be reported to the VBA via BAMS by the 7<sup>th</sup> of the following month.
- For example, an inspection that occurs in July 2019 should be reported to the VBA via BAMS by the 7<sup>th</sup> of August 2019.

**Scenario 3 – Building Permit has been issued before 1 July. All remaining reportable events or amendments occur on or after 1 July.**

Before 1 July	After 1 July
<ul style="list-style-type: none"> <li>• Applicant appoints building surveyor</li> <li>• Building surveyor accepts application</li> <li>• Building surveyor issues building permit</li> </ul>	<ul style="list-style-type: none"> <li>• All remaining prescribed events / amendments occur on or after 1 July 2019</li> </ul>

**Process to Follow:**

- Follow the current process to report June 2019 levy return, issued building permits, amendments also known as PLSSUM and PLSPER via email by the 7<sup>th</sup> of July 2019.
- Amendments or events that occur on or after 1 July should be reported to the VBA via BAMS by the 7<sup>th</sup> of the following month.

For example, an inspection that occurs in July 2019 should be reported to the VBA via BAMS by the 7<sup>th</sup> of August 2019.

## Scenario 4 – Application has been received and accepted before 1 July, but Building Permit is issued on or after 1 July.

Before 1 July	1 July onwards
<ul style="list-style-type: none"> <li>Applicant appoints building surveyor</li> <li>Building surveyor accepts application</li> </ul>	<ul style="list-style-type: none"> <li>Building surveyor issues building permit</li> <li>All prescribed events / amendments occur on or after 1 July</li> </ul>

### Process to Follow:

#### Option 1 – BAMS issued BPN (RECOMMENDED)

Although the application was ‘accepted’ before 1 July, the RBS may choose to apply for a BPN via BAMS.

- Application for BPN and collection of levy payment via BAMS. (*RBS pays levy*)
- All amendments or events occur including the issuance of the building permit must be reported to the VBA via BAMS by the 7<sup>th</sup> of the following month.

#### Option 2 – RBS issued BPN

Because the application was ‘accepted’ before 1 July, the RBS can issue their own building permit number under the existing format.

- Follow the current process to report levy return, issued building permits, amendments also known as PLSSUM and PLSPER via email by the 7<sup>th</sup> of the following month.
- Amendments or events should be reported to the VBA via BAMS by the 7<sup>th</sup> of the following month.
- For example, an inspection that occurs in July 2019 should be reported to the VBA via BAMS by the 7<sup>th</sup> of August 2019.

*\*Note: Option 1 is recommended to avoid reporting under two different mechanisms.*

## Scenario 5 – Application is accepted on or after 1 July (may be received before 1 July).

Before 1 July	1 July onwards
<ul style="list-style-type: none"> <li>Applicant appoints building surveyor</li> </ul>	<ul style="list-style-type: none"> <li>Building surveyor accepts application</li> <li>Building surveyor issues building permit</li> <li>All prescribed events / amendments occur on or after 1 July 2019</li> </ul>

- Process to Follow:** Application for BPN and collection of levy payment via the BAMS.
- RBS may pay the levy or nominate the owner or applicant to pay the levy
- All amendments or events (including the issuance of the building permit), should be reported to the VBA via BAMS by the 7<sup>th</sup> of the following month.

## Data required to locate historical building permits

Amendments and prescribed events for building permits issued under the current reporting arrangements (pre 1 July 2019) and that were lodged with the VBA under the monthly levy return process, must be submitted via BAMS from 1 July 2019.

Building Surveyors are required to supply the following fields (either via the online BAMS portal or in the relevant CSV file).

1. Building permit number (Pre 1 July BPN)
2. Building Surveyor Registration Number
3. Date of Building Permit Issue
4. Building Permit Stage Number

These four fields will be used to locate the permit that you have previously reported to the VBA.

**Important Note:** For users with multiple BAMS accounts; users are required to be logged into BAMS with the relevant account to find historical building permits associated with the building surveyor registration number.

For example: If a building surveyor issued a building permit using their private building registration number under their own private company, they need to login with those account details to find that specific historical permit. If the same building surveyor works for a lodging organisation and issued a building permit under that lodging organisation, they will need to login using the lodging organisation account details to find that specific building permit.

Field	Notes
Building Permit Number	<p>Supply the exact data that you reported to the VBA as part of the monthly levy return process.</p> <p>For example, some building surveyors may have reported the Permit Number field in the PLSPER file as "20180001". To locate this permit in BAMS, the RBS must enter this exact value in the Building Permit Number field, e.g. "20180001".</p> <p>In another example, a building surveyor may have reported the Permit Number in the PLSPER file as "BSU1234520180001/1", i.e. including the RBS Registration Number and Stage Number in the field. Again, to locate this permit in BAMS, the RBS must enter this exact value in the Building Permit Number field, e.g. "BSU1234520180001/1".</p>
Building Surveyor Registration Number	<p>This can be entered with or without spaces and dashes, i.e. as either "BS-U 12345", "BS-U12345", "BSU 1234" or "BSU12345".</p>

Date of Building Permit Issue	This must be the date of issue of the original permit, regardless of whether the permit has been re-issued on any subsequent date.  This practice is referenced on Page 58 of the Levy Reference Guide (July 2018).
Building Permit Stage Number	Supply the exact data that you reported to the VBA as part of the monthly levy return process.

## Reporting Amendments with historical building permits

There are two (2) methods to report amendments for historical permits.

### 1. Online BAMS Portal

Building Surveyors can amend a building permit and report prescribed events from 1 July on BAMS using the online portal functionality.

#### Steps to amend historical BPN on BAMS:

1. Go to Manage Permits page and select 'RBS Issued BPN'
2. Select 'Add Permit' as seen in the screen shot below

The screenshot shows the BAMS portal interface. At the top, there is a navigation bar with tabs: 'Manage Applications', 'Apply via Online Form', 'Apply or Amend via CSV Upload', 'Report Prescribed Events', 'Manage Permits' (circled in blue), and 'Transfer of Function'. Below the navigation bar, the 'Manage Permits' section is active. It includes a sub-header 'Manage Permits' and a brief instruction: 'To report prescribed events manually, or to edit an existing prescribed event record, select View Permit, Related, then click the New button.' Below this, there are two filter options: 'Active BAMS Permits' and 'Completed Permits'. The 'RBS Issued BPN' filter is selected and circled in blue. Below the filters, there is a search bar and a list of filter options: 'Building Permit Number', 'Building Surveyor Registration Number', 'Date of Building Permit Issue', and 'Building Permit Stage Number'. The 'Add Permit' button is circled in blue.

3. Fill out all the details of the building permit to find the existing building permit

manage Permits

RBS Issued BPN Search

Please complete all of the below details to search for records under the reporting entity: BS U-29378

\*Building Permit Number

\*Building Surveyor Registration Number

\*Date of Building Permit Issue

\*Building Permit Stage Number

Next

Cancel

4. If an error occurs (see below) it means the building permit cannot be found, please check the details and try again. If this error continues contact the VBA by logging a case (see log a case section to find out how).

RBS Issued BPN Search

Community Portal Case

An unhandled fault has occurred in this flow  
An unhandled fault has occurred while processing the flow. Please contact your system administrator for more information.

Cancel

5. When the building permit details have been found they will appear in the list under the 'RBS issued BPN' section as seen below
6. To amend the building permit, select 'Amend' for the specific permit

**BAMS** BUILDING ACTIVITY  
MANAGEMENT  
SYSTEM

Andrew Webb

Manage Applications | Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | **Manage Permits** | Transfer of Function

### Manage Permits

To report prescribed events manually, or to edit an existing prescribed event record, select View Permit, Related, then click the New button.

Active BAMS Permits **RBS Issued BPN** Completed Permits

RBS Issued BPN

Search

Building Permit Number	Building Surveyor Registration Number	Date of Building Permit Issue	Building Permit Stage Number	
20190522	1113	22/11/2018	0	<input type="button" value="Amend"/> <input type="button" value="Report Event"/>

7. Next, select the amendment type using the drop-down box
8. Upload supporting files (e.g. a copy of the amended building permit) for this amendment before selecting 'Next'



Amend Permit

Please attach details of the Permit Amendment.

Building Permit Number: 20190522

Amendment Type/s

Builder  
Estimated Cost of Work  
Owner  
Other

Additional Information

Upload Supporting Files

Or drop files



## 2. CSV file upload

To report amendments or prescribed events for scenarios 2, 3 or 4 above, you will be required to have the information in the new application/amendment format specified in the [Technical Specifications Spreadsheet](#) and the [Sample Application and Amendment CSV file](#).

Building Surveyors are required to populate the following fields in the CSV file upload and as many of the other fields available. Refer to the notes, above, under the heading “Data required to locate historical permits”.

1. Building permit number (Pre 1 July BPN)
2. Building Surveyor Registration Number
3. Date of Building Permit Issue
4. Building Permit Stage Number

Important Note: If users are experiencing a large number of errors when reporting amendments for historical permits using a CSV file upload, if possible, they may choose to group these historical permits in one file (and any errors can be raised as a case). Users reporting amendments for building permit applications from 1 July 2019 onwards should be grouped in a separate amendments file. The same suggestion applies for prescribed events reporting.

Once this information is in the CSV file upload according to the [Technical Specifications Spreadsheet](#) you can login to BAMS and upload the CSV file.

**BAMS** BUILDING ACTIVITY  
MANAGEMENT  
SYSTEM

Manage Applications | Apply via Online Form | **Apply or Amend via CSV Upload** | Report Prescribed Events | Manage Permits | Transfer of Function

Apply or Amend via CSV Upload

Once a building permit is issued, all applicable building permit data is due for reporting by the 7th day of the following month.

All applicable data for building permits issued can be reported in bulk via CSV file upload here. The record type is to be marked as "A" in the CSV file. The record type for BPN applications is to be marked as "N".

You may upload BPN applications and report amendments (including applicable data for building permits issued) in the same CSV file. Refer to BAMS User Manual for details of CSV file requirements.

**BPN applications and/or amendments CSV file**

Or drop files

You will then be able to view the building permit record in the Manage Permits section of the system in the Historical Permits Tab (see screenshot below).

Manage Applications   Apply via Online Form   Apply or Amend via CSV Upload   Report Prescribed Events   **Manage Permits**   Transfer of Function

## Manage Permits

To report prescribed events manually, or to edit an existing prescribed event record, select View Permit, Related, then click the New button.

Active BAMS Permits   **RBS Issued BPN**   Completed Permits

RBS Issued BPN

Add Permit

Search

Building Permit Number	Building Surveyor Registration Number	Date of Building Permit Issue	Building Permit Stage Number
20490522	1113	22/11/2018	0

Amend

Report Event

# How to report prescribed events with historical building permits

There are 2 methods to report prescribed events for scenarios 2, 3 or 4 historical permits.

## 1. Online BAMS Portal

### Steps to reporting prescribed events for historical BPN:

1. Once you have found the RBS issued BPN record and it has appeared in the list, select 'Report Event'

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Andrew Webb

Manage Applications | Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | **Manage Permits** | Transfer of Function

### Manage Permits

To report prescribed events manually, or to edit an existing prescribed event record, select View Permit, Related, then click the New button.

Active BAMS Permits **RBS Issued BPN** Completed Permits

RBS Issued BPN

Search

Building Permit Number	Building Surveyor Registration Number	Date of Building Permit Issue	Building Permit Stage Number	
20190522	1113	22/11/2018	0	<input type="button" value="Amend"/> <input type="button" value="Report Event"/>

2. Select from the drop-down box the prescribed event you would like to report

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522  
Stage Number: 0  
Site Address:

Please choose the Prescribed Event from the list below.

\* Prescribed Event Code  
Issuance of Building Permit

3. Based on the event you have selected to report; you will be required to provide other information. In the example below, an inspection requires, the date of inspection, registration number of inspectors, the inspection status, and the first and last name of the inspector.

Manage Applications | Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | Manage Permits | Transfer of Function

### Report Event

Prescribed Event Processor - Single  
Building Permit Number: 20190522  
Stage Number: 0  
Site Address:

Please complete the fields below.

\* Event Date

\* Inspection Status  
Pass

\* Inspectors Registration Number

Notes

Previous Next

Cancel

#### 4. Provide all the required information

To report prescribed events manually, or to edit an existing prescribed event record, select 'View Permit', 'Resited', then click the 'New button'.

### Report Event

Prescribed Event Processor - Single  
Building Permit Number: 20190522  
Stage Number: 0  
Site Address:

Unfortunately we couldn't find details for 343565454. Please complete the fields below.

\* First Name of Registered Person Involved

\* Last Name of Registered Person Involved

Previous Next

Cancel

#### 5. Once you have provided all the required information, select 'Finish' and the event will be reported

### Report Event

Prescribed Event Processor - Single  
Thank you for reporting event code 11 for Building Permit Number 20190522.

Finish

Cancel

## 2. CSV file upload

To report amendments or prescribed events for scenarios 2, 3 or 4 above, you will be required to have the information in the new prescribed events format specified in the [Technical Specifications Spreadsheet](#) and the [Sample Prescribed Events](#).

Once you have found the historical BPN and it is in the list on the 'Historical Permits' tab (see below), you can use a CSV file upload to report prescribed events against one or many of the historical permits in the list.

**BAMS** BUILDING ACTIVITY  
MANAGEMENT  
SYSTEM

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Manage Applications | Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | **Manage Permits** | Transfer of Function

### Manage Permits

To report prescribed events manually, or to edit an existing prescribed event record, select View Permit, Related, then click the New button.

Active BAMS Permits | **RBS Issued BPN** | Completed Permits

RBS Issued BPN Add Permit

Search

Building Permit Number	Building Surveyor Registration Number	Date of Building Permit Issue	Building Permit Stage Number
20190522	1113	22/11/2018	0

Amend Report Event

You can report all prescribed events in a CSV file upload that will update the building permit record.

**BAMS** BUILDING ACTIVITY  
MANAGEMENT  
SYSTEM

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Manage Applications | Apply via Online Form | **Apply or Amend via CSV Upload** | Report Prescribed Events | Manage Permits | Transfer of Function

### Apply or Amend via CSV Upload

Once a building permit is issued, all applicable building permit data is due for reporting by the 7th day of the following month.

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You may upload BPN applications and report amendments (including applicable data for building permits issued) in the same CSV file. Refer to BAMS User Manual for details of CSV file requirements.

**BPN applications and/or amendments CSV file**

Upload Files Or drop files