

This practice note updates PN 19-2018 issued June 2018

Purpose

A building surveyor accepting 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.

Notifying Council

Each notification must provide the name and registration number of the RBS and detail the scope of building work. The RBS **must** provide council a copy of the building permit and documentation relevant to the application within 7 days of the issuing a building permit, as required under section 30 of the *Building Act 1993* (the Act).

This includes any lodgement fee required to be paid and a signed copy of the approved checklist. Listing multiple building surveyors or providing company details only on documentation and approved checklists should be avoided.

When building work is due to commence within 7 days of issuing the building permit, the RBS should 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 accepts an appointment for the building work outside their council municipality.

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* are displayed on the allotment to help prevent uncertainty about who the RBS is and the legality of the building work.

Further information

Want to know more?

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

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