

Notice of Cancellation of Building Work

Pursuant to Section 81 (2) and (3) of the Building Act 1993 (Vic)

Forms submitted without the property owners consent will not be accepted

This form **MUST** be completed by the **Property Owner** and **MUST** have the following attachments.

- building permit (if issued) **OR** Documentation confirming appointment as relevant building surveyor (i.e. contract, application for building permit (Form 1))
- AND** Certificate of Title (Mandatory)

As the Owner of this site address,

Lot No.	Street No.	Unit or level No.	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb			Postcode
<input type="text"/>			<input type="text"/>

I am writing to advise the Victorian Building Authority (VBA) that the building work:

Description of building work – *Please provide a brief description of the building work*

Building Permit No (if issued)

with issue date

Stage of building work:

has been cancelled and I have notified the relevant municipal council of the same.

IMPORTANT

On receipt of this notice by the Victorian Building Authority (VBA), the appointment of the private building surveyor is taken to be terminated. However, if you plan on continuing with the same building work in future you must use the same private building surveyor unless written consent by the VBA is given to terminate that building surveyor's appointment under s81(1) of the Building Act 1993 (Vic) and written consent for a different building surveyor to carry out functions for the same building work under s81(4) of the Building Act 1993 (Vic).

Has a building notice or building order been issued for the building work?

Yes

Attach copy (if you answered Yes)

No

Reasons for the cancellation of building work:

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Name of building surveyor appointed for the Building Work described above

Title	Given names	Family names (Surname)	Registration no.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of the company (if applicable)			Company Registration no.*
<input type="text"/>			<input type="text"/>

*By completing the company registration number, the company would be considered the relevant building surveyor with the natural person as the designated building surveyor

I have notified my appointed building surveyor of the cancellation of Building Work

Attach copy of notification

Owner Name, contact details and signature

Title (Mr, Mrs, etc)	Given names	Family names (Surname)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Company (if applicable)		
<input type="text"/>		
Street Address	Suburb	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Contact phone number	
<input type="text"/>	<input type="text"/>	
Owner signature	Date	
<input type="text"/>	<input type="text"/>	

* if the property is owned by a company please attach a copy of the ASIC extract and Authority to Act.

NOTE:

- By signing this form, you are acknowledging that the information you have provided in it is true and correct and acknowledge that under section 246 of the *Building Act 1993* it is an offence to provide false or misleading information to the Victorian Building Authority (VBA). Punishable by a fine of up to \$19,028.40
- Completing this notification form and forwarding to the VBA does not mean automatic acceptance of the notification. The VBA may request additional information before acceptance and reserves the right to refuse acceptance of the notification if the VBA determines that your submission does not meet the legislative requirements of the *Building Act 1993* or that you have provided incomplete and inaccurate information on this notification.

YOUR PRIVACY

By lodging this notice with the VBA you agree that the information you have provided and any attachments may be used or disclosed by the VBA to process this notice. Information provided in this notice may be disclosed to the relevant building surveyor in the course of processing this notice. The VBA will not disclose the name of any parties or subjects except where required to or authorised by law to do so, including to enable the VBA to perform its statutory functions. Personal information about an individual is collected and handled in accordance with the *Privacy and Data Protection Act 2014*.

How to lodge this application

Scan and email:

vbaterminations@vba.vic.gov.au

Post:

Victorian Building Authority
GPO BOX 536
MELBOURNE VIC 3001

Deliver in person:

Victorian Building Authority
Goods Shed North
733 Bourke Street
DOCKLANDS VIC 3008