

Notice of Cancellation of Building Work

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

**Notifications submitted without the property owner's consent will not be accepted.
Mandatory fields are marked with red or *.**

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

Certificate of Title / Register Search Statement

Documentation confirming appointment as relevant building surveyor (i.e. contract, application for building permit (Form 1))

Building permit (if issued). Permit No.

Date of issue:

Stage of building work:

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

Yes, **copy must be attached**

No

Description of building work:

As the owner of this site address:

Lot No. Street No. Unit No. Street Name

Suburb Postcode

I am writing to advise the Victorian Building Authority (VBA) that the building work has been cancelled and I have notified the relevant municipal council of the same. The reasons for the cancellation of the building work are:

IMPORTANT

On receipt of this notice by the 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)*.



Details of building surveyor appointed for the building work described above

Title Given name Family names (Surname) Registration No.

Name of company (if applicable) Company Registration No.*

* 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 the Building Work

Copy of notification attached

Owner details and signature

Title Given name Family names (Surname)

Name of company (if applicable)

Street Address Suburb Postcode

Email Address Contact Phone

Owner signature Date

* If the property is owned by a company please attach a copy of ASIC extract showing the director names 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 (Vic)* it is an offence to provide false or misleading information to the VBA. Punishable by a fine of up to 60 penalty units in the case of a natural person and 300 penalty unit in the case of a body corporate.
- 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 (Vic)* 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

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

