

## Building Practice Note MN-01: Notifying council of building work and RBS appointment

This Practice Note provides guidance on notifying council of building work and the appointment of the relevant building surveyor (RBS).

The context below provides guidance on:

- Notifying Council of PBS appointment - Section 80
- Lodgement of building permit documents - Section 30
- Approved checklist

### Abbreviations & Definitions

The abbreviations and definitions set out below are for guidance only. They are not intended to vary those set out in the Building Act 1993 (the Act) or Building Regulations 2018 (the Regulations).

- **Act** – The Building Act 1993
- **DBS** – Designated Building Surveyor
- **MBS** – Municipal Building
- **PBS** – Private Building Surveyor
- **RBS** – Relevant Building Surveyor
- **Registered body corporate** – a body corporate registered as a building practitioner
- **Regulations** – The Building Regulations 2018

### Notifying Council of PBS appointment - Section 80

#### Appointment of RBS

Section 80 of the Act requires a PBS accepting an appointment as the RBS for proposed building work to notify the relevant council within 7 days after accepting the appointment.

Where a registered body corporate accepts an appointment as a PBS to carry out the function under Part 6 of the Act, under section 80A the registered body corporate must ensure that the work as building surveyor is carried out by the DBS who is registered under Part 11 as a building surveyor and whose registration authorises the DBS to carry out that work.

The registered body corporate must within 7 days after accepting the appointment notify the relevant council in writing of the designated building surveyor referred to in section 80A(2) and give a copy of that notice to the person who appointed the registered body corporate.

## Lodgement of building permit documents – Section 30

Section 30 of the Act requires the RBS to give to the relevant council a copy of the building permit and any plans and other documents lodged with the application for the permit within 7 days of the issuing a building permit. In addition, the RBS must give the relevant council any document listed under regulation 44(1) relating to the building permit.

Any documents lodged with the relevant council must be accompanied the appropriate prescribed lodgement fee paid to the RBS under clause 1 of Schedule 2.

## Approved Checklist

Section 30B of the Act requires the RBS to certify the approved section 30A checklist that all documents required to be given to the relevant council has been given. This checklist must be given at the same time as lodging the documents with council. The approved section 30A checklist is found on the VBA website.

This process also applies to an MBS who accepts an appointment for the building work outside of their municipality as they are considered to be acting in the functions of a private building surveyor.

## Related Documentation

- Building Act 1993
- Building Regulations 2018

## Version History

- Version 2.0, published 28 June 2021, supersedes Practice Note 19: Notifying council of building work and RBS appointment

## Contact Us

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

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