

## Amendments and updates to Building Permit Number records

Important changes to Victoria's building permit and levy laws commenced on 1 July 2019. These changes affected the *Building Act 1993* (the Act) and the *Building Regulations 2018* (the Regulations).

From 1 July 2019:

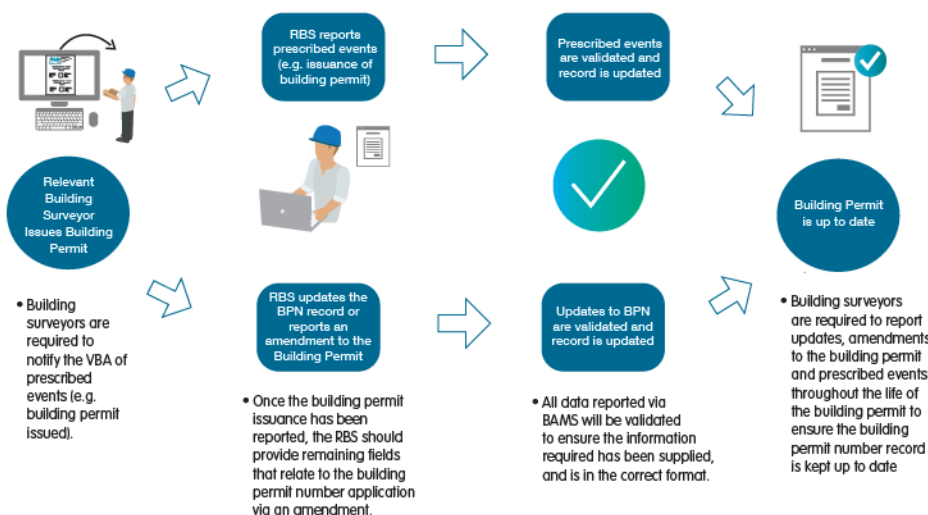
- the Victorian Building Authority (VBA) must issue a building permit number before a relevant building surveyor can issue a building permit
- owners have a duty to notify the VBA of revised final costs of work
- the VBA will have powers to re-assess a levy after issuance of a building permit; and
- revised mandatory monthly reporting duties apply under regulation 47 of the Regulations; and
- relevant building surveyors (RBS) will no longer be required to provide the VBA with a monthly levy return due to the repeal of regulation 46 of the Regulations.

To assist in the implementation of these reforms, the VBA developed an online platform, known as the Building Activity Management System (BAMS). This platform:

- accepts applications for building permit numbers (BPNs)
- processes levy payments
- issues BPNs
- accepts mandatory monthly reports from relevant building surveyors; and
- accepts amendments to BPN records and building permit details.

### Amending and updating a Building Permit Number record in BAMS

The amendments function of BAMS enables building surveyors to update the BPN record or add information that was not provided (or not available) at the time of application for a BPN. Upon reporting on the issuance of a building permit via BAMS, fields in the tables below become required via an amendment to the BPN record. This means you will need to report 'prescribed events' and 'amendments' to BPN records within seven days after the end of each month. More information about reporting prescribed events can be found in a separate fact sheet.



## Fields optional for a BPN application, required for an amendment

The fields in the table below can be provided at application for BPN stage (if available), however at application stage the information was **optional**. The 13 fields below become **required** upon the issuance of building permit from RBS to owner/applicant. The process to provide the additional fields to the VBA is;

**Step 1:** Report the prescribed event 'Issuance of Building Permit' using either the 'Prescribed Events' CSV file or online portal by the 7<sup>th</sup> of the following month in which the event occurred (e.g. Issued Building Permit in June, reportable in July)

**Step 2:** Using the 'BPN application / amendment' CSV file or amend function with the online portal, the following fields will be required to be reported to the VBA via BAMS.

It is suggested that *where available*, the information should be provided at the time of application for BPN.

Field Name	Data Type	Max Length	Data Example
Allotment Area	Numbers	10	2345
Number of Existing Dwellings	Numbers	3	2
Number of Dwellings Demolished	Numbers	3	2
Number of New Dwellings	Numbers	3	2
Solar Hot Water Indicator	Letters, Picklist	1	Y

Rainwater Tank Indicator	Letters, Picklist	1	Y
BAL Rating	Letters-numbers, Picklist	5	12.9
NCC Vol 1 Performance Sol - Part C	Letters, Picklist	1	Y
NCC Vol 1 Performance Sol - Part D	Letters, Picklist	1	Y
NCC Vol 1 Performance Sol - Part E	Letters, Picklist	1	Y
NCC Vol 1 Performance Sol - Part F	Letters, Picklist	1	Y
NCC Vol 1 Performance Sol - Part BGHIJ	Letters, Picklist	1	Y
Protection Work Indicator	Letters, Picklist	1	Y

## Fields optional for a BPN application, conditionally required for an amendment

The fields in the table below can be provided at application for BPN stage, however at this stage the information is **optional**. The 6 fields below become **conditionally required** upon the issuance of building permit from RBS to owner/applicant based on required information provided.

This information is conditionally required to be provided using the amendment process where another required or optional field is selected that requires the below fields.

It is suggested that *where available*, the information should be provided at the time of application for BPN. This will reduce the amount of information required at the time of issuing the building permit.

Field Name	Conditions where required	Data Type	Max Length	Data Example
Total Floor Area	Mandatory if Primary BCA Classification = 1a, 1b, 2,3,4,5,6,7,8 ,9 or 10a	Numbers	8	1234
Number of Storeys	Mandatory if Primary BCA Classification = 1a, 1b, 2,3,4,5,6,7,8 ,9 or 10a	Numbers	5	12
Floor Material	Mandatory for Nature of Work code 1,2,3,4,5,7,8 <i>Optional for 6</i>	Numbers, Picklist	2	20
External Wall Material	Mandatory for Nature of Work code 1,2,3,4,5,7,8 <i>Optional for 6</i>	Numbers, Picklist	2	30



Roof Cladding Material	Mandatory for Nature of Work code 1,2,3,4,5,7,8 <i>Optional for 6</i>	Numbers, Picklist	2	10
Frame Material	Mandatory for Nature of Work code 1,2,3,4,5,7,8 <i>Optional for 6</i>	Numbers, Picklist	2	40

## Optional information

The fields in the table below is the same information that can be provided at application for BPN stage. This information remains optional throughout the entire building permit number lifecycle. It is suggested that this information should be provided when the information is available at the time of application for BPN.

Field Name	Data Type	Max Length	Data Example
Owner First Name	Letters-numbers	40	John
Owner Country	Letters-numbers	30	Australia
Owner Email	Email	80	john@smithbuilding.com
Standard Parcel Identifier	Letters-numbers	100	2\SP33758
Site Shop Number	Letters-numbers	30	Shop 1B
Builder First Name	Letters-numbers	40	John
Builder Company Name	Letters-numbers	100	John Smith Building Co
Draftsperson Registration Number	Letters-numbers	20	DP-AD 1223
Draftsperson First Name	Letters	40	Joe
Draftsperson Company Name	Letters-numbers	100	Drawings Pty Ltd
Draftsperson Telephone	Numbers	20	96661234
Draftsperson Email	Email	80	joe@drawings.com
Nature of Building Work 3	Numbers, Picklist	4	1
Nature of Building Work 4	Numbers, Picklist	4	6
Nature of Building Work 5	Numbers, Picklist	4	8
BCA Classification 2	Letters-numbers, Picklist	5	9a
BCA Classification 3	Letters-numbers, Picklist	5	3d
BCA Classification 4	Letters-numbers, Picklist	5	4
BCA Classification 5	Letters-numbers, Picklist	5	1bi
Planning Permit Number	Letters-numbers	100	123456;789123
Building Surveyor Internal Reference	Letters-numbers	20	Ironhub Project
Combined Allotment Indicator	Letters, Picklist	1	N
Energy Efficiency Rating	Numbers	5	6.0
Nature of Building Work 2	Numbers, Picklist	4	4