

Notice of Intention to Appoint a new Building Surveyor

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

Mandatory fields are marked with red or *. If supporting documents are missing, the application will be returned to the applicant.

Conditions of use of this **Notice of Intention to Appoint a new Building Surveyor** Form:

- (i) This form MUST be completed by the Property Owner **AND** the New Registered Building Surveyor
- (ii) This form can ONLY be used if your Building Surveyor is unable to practise because of death, or if their registration has been suspended or cancelled (status of a building surveyor registration can be confirmed on the Victorian Building Authority's website)

If these reasons do not apply to you and you would like to terminate your private building surveyor, please complete an **Application to Terminate a Victorian Private Building Surveyor - Property owner** form.

I am writing to advise the Victorian Building Authority (VBA) that, following the *(tick the relevant box)*

Death

Cancellation

Suspension

...of the building surveyor appointed as the relevant building surveyor (RBS) for the building work listed below (building work), I am seeking the consent of the VBA to terminate their appointment so that I may appoint a new registered building surveyor whose details appear below (see New Registered Building Surveyor details in section 2). I confirm that the new registered building surveyor has agreed to take over the functions of the first building surveyor for the building work (including the enforcement of any and all outstanding building notices, building orders or directions to fix building work), as indicated by the new registered building surveyor signing this notice below.

BUILDING PERMIT AND OWNER INFORMATION (to be completed by the owner)

Lot No. Street No. Unit No. Street Name

Suburb Postcode

**Attach copy of Certificate of Title /
Register Search Statement**

Brief description of building work

Has the building permit been issued?

Yes **Building Permit No.**

Issue date:

Stage of building work:

Attach copy of Building Permit

No, go to *Details of first appointed building surveyor*

**Details of first building surveyor appointed** (whose appointment is to be terminated)

Title Given name Family names (Surname) Registration No.

Name of company (if applicable) Company Registration No.

NOTE: By signing this form you acknowledge 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 VBA. A penalty of up to 60 penalty units in the case of a natural person and 300 penalty units in the case of a body corporate applies.

Owner name, contact 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 and Authority to Act.

Attached

The VBA requires consent from the property owners listed on the certificate of title. If there are additional property owners listed on the certificate of title, complete the details below.

Co-owner details (as per Certificate of Title / Register Search Statement)

Title Given name Family names (Surname)

Email Address Contact Phone

Owner signature Date

* If there are more than two property owners listed on the certificate of title, include additional owners' details and consent to this application on a separate document, to be submitted with this completed application form.



NEW REGISTERED BUILDING SURVEYOR DETAILS & ACKNOWLEDGEMENT (to be completed by the new building surveyor)

The following information must be completed by the new registered building surveyor you intend to appoint, who must agree to take over the functions of the relevant building surveyor in relation to the building work which is the subject of the building permit detailed above.

Details of new registered building surveyor

Title Given name Family names (Surname) Registration No.

Name of company (if applicable) Company Registration No.

*If a company is to be the relevant building surveyor, this section must be completed by the designated building surveyor.

I, being the registered building surveyor mentioned above, by signing this form, confirm that I agree to take over the functions of the relevant building surveyor (RBS) in relation to the building work which is the subject of the above building permit, including the enforcement of any and all outstanding building notices, building orders or directions to fix building work.

Building surveyor signature Date

YOUR PRIVACY

By lodging this application 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 application/notice. Information provided in this application may be disclosed to the relevant building surveyor in the course of processing this application. 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

NB: Completing this form does not mean automatic acceptance of the appointment of the new building surveyor as the VBA's prior written consent to that appointment is required. The VBA may request additional information before making a decision in relation to your application and reserves the right not to accept or refuse to grant its consent if the VBA determines that your request does not meet the legislative requirements of the *Building Act 1993* or that you have provided incomplete or inaccurate information in this application.