

Transfer of Functions of Private Building Surveyor – Authority to Transfer Form (Applicable for Bulk Transfers/Multiple Site Transfers)

This *Transfer of Functions of Private Building Surveyor – Authority to Transfer Form* is to provide evidence of agreement by signature to coincide with the **Transfer List**. **Signed declarations by both parties are mandatory.**

Transfer List

List Reference: _____

Declaration

Transferring Building Surveyor's Declaration

Name: _____ Registration Number: _____

I certify that the information provided is true and correct. I am aware that it is an offence under section 246 of the Building Act 1993 to give false or misleading statements or documents to the VBA. I agree to the transfer of functions specified in the above referenced Transfer List. I have provided copies of all relevant documentation to the functions being transferred to the New Building Surveyor, and acknowledge that a failure to do so may result in disciplinary action being taken against me by the VBA. I have informed the New Building Surveyor of any current enforcement actions pertaining to any of the functions being transferred. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor.

Signature: _____ Date: _____

New Building Surveyor's Declaration

Name: _____ Registration Number: _____

I certify that the information provided is true and correct. I am aware that it is an offence under section 246 of the Building Act 1993 to give false or misleading statements or documents to the VBA. I agree to the transfer of functions specified in the above referenced Transfer List and I have the necessary VBA registration category to fulfil the functions. I have received copies of all relevant documentation to the functions being transferred to the best of my knowledge. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor. I will notify the relevant council of the transfer of functions on or before any date of transfer specified on the Transfer List, but after receiving confirmation from the VBA of the transfer of functions.

Signature: _____ Date: _____

The above dates must be before the date that the transfer of functions is to take effect.

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