

## Fact Sheet: Information for Councils – How VBA will Advise BPN Information from 1 July 2019

### BPN Information Access for Councils

As a result of the 1 July 2019 reforms, The VBA are required to provide the building permit number and the associated application information to the relevant municipal council. The VBA will be providing this information via an SFTP where each council will be able to log in to access the information. Only the relevant council will see the relevant information within their municipality.

This document has been created to inform municipal councils about VBA's Secure File Transfer Protocol (SFTP) to provide the information required under section 25BE of the *Building Act 1993*. The VBA must notify the council of the issue of a building permit number and provide the building permit number and the information the RBS provided to the VBA upon application.

### Legislative Changes from 1 July 2019

Important changes are being introduced to Victoria's building permit and levy laws from 1 July 2019. These changes affect the Building Act 1993 (the Act) and the Building Regulations 2018 (the Regulations). From 1 July:

- the Victorian Building Authority (VBA) must issue a building permit number before a relevant building surveyor can issue a building permit
- owners have a new duty to notify the VBA of revised final costs of work
- the VBA will have new powers to re-assess a levy after issuance of a building permit; and
- revised mandatory monthly reporting duties will apply under regulation 47 of the Act and repeal of regulation 46 (monthly levy reporting) of the Act.

To assist in the implementation of these reforms, the VBA is developing an online platform, known as the Building Activity Management System (BAMS). This platform will accept applications for building permit numbers (BPNs), process levy payments, issue BPNs, accept mandatory monthly reports from relevant building surveyors; and accept amendments to BPNs and building permits.

### VBA Providing Information for Councils

Section 25BE of the Building Act states the authority must notify council of issuance of the building permit number. After issuing a building permit number under this division for a building permit for building work to be carried out in or on a building or land, the Authority must, without delay, provide the relevant council with;

- the building permit number; and
- the information given to the Authority by the relevant building surveyor under section 18AA in relation to the application for the building permit number.

### Setting up SFTP

Councils will be provided the information via SFTP. To enable this, councils are required to install a SFTP client. Councils will then be able to access the information using the SFTP client. For councils who do not already have an SFTP client, here are some commonly used options:

- OpenSSH – A Macintosh and Linux command line utility.
- WinSCP – A Windows-only graphical client.
- Cyberduck – A Linux, Macintosh, and Microsoft Windows graphical client.
- FileZilla – A Linux, Macintosh, and Windows graphical client

Councils will be required to provide the VBA with a dedicated email address of their choice to receive the notification the building permit information has been updated to their SFTP folder.

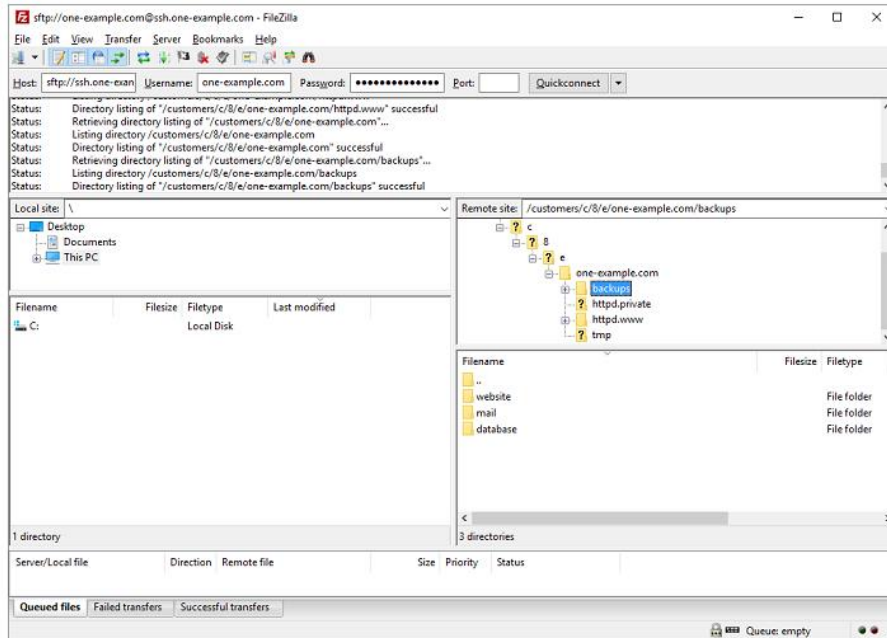
The VBA will provide the following information to each council so that they can access the information; Host Server Address, Port Number, Username, Password

## Accessing the Information on SFTP

The process to access the information on the SFTP client is below:

1. The council will receive an email to their chosen email address to notify of new information on the SFTP client at 5.30pm AEST, for example;  
[bulidingpermitinformation@council.gov.vic.au](mailto:bulidingpermitinformation@council.gov.vic.au)
2. To access the information, you will be required to open the SFTP client, for example FileZilla
3. Once you have opened the FTP client software, you will be required to enter the following fields to access the folder for the relevant building permit information
  - a. Host Server Address
  - b. Port Number
  - c. Username
  - d. Password
4. Once you are connected you will have access to the building permit information

An example of a SFTP client is below;



## Further Support

### By phone

For further support, please telephone the VBA on [1300 815 127](tel:1300815127) during business hours and ask for the IT Team (BAMS system related enquiry).

### By email

For further support, please fill out the form on the website:

<https://www.vba.vic.gov.au/about/contact>

Select 'Building Activity Management System (BAMS)' under the What is your enquiry about? And then select 'BAMS System Query' under Building Activity Management System (BAMS).