

## Notification of increase in final cost of building work for non-staged building permits issued on or after 1 July 2019

Owners or Applicants\* may use this form to notify the VBA if the final cost of building work is at least **\$15,625 higher** than the initial estimate provided at the time when the application for the building permit was made (pursuant to section 205KA(1) of the *Building Act 1993*). This notification must be provided **within 28 days** of becoming aware of the increase.

\*An Applicant is a person authorised to act on behalf of the owner (for example, a builder or an architect).

Has a building permit amendment been issued:  Yes, **Applicant** to complete this form  
 No, **Owner** to complete this form

### Owner / Applicant Details

First Name

Last Name

Email Address

Contact Number

Street Address

Suburb

State or territory

Postcode

Are you an Applicant completing this form on behalf of the Owner?  Yes  No

If yes, the Owner is required to provide authorisation below.

### Owner's Authorisation

First Name

Last Name

Email Address

Contact Number

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I, being the Owner of the property stated in the building permit below, authorise the Applicant above to act on my behalf and complete this form as required under s205KA of the Building Act 1993, including receiving levy reassessment notifications and payment requests (if applicable).

Owner's signature

Date of Signature

 /  /    

## Relevant Building Surveyor Details

Building Surveyor Registration Number (if known)

Building Surveyor Name or Company Name

## Building Permit Details

Property Street Address

Suburb

State or territory

Postcode

   

Building Permit Number

*Building Permit Number should be 12 digits, numeric and a check sum*

           

Final Cost of Building Work

Reason for increase in final cost of building work

(please include any supporting documents. e.g. quotes, invoices or a copy of the amended building permit)

## Declaration

I declare that the information contained in this form, including its attachments, is true and correct.

By signing this, I declare that I have read the VBA's [Privacy Policy](#) and understood how the VBA manages my personal information.

Your signature

Date of Signature

 /  /    

Once the form is complete, please email to [costofworks@vba.vic.gov.au](mailto:costofworks@vba.vic.gov.au).

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# Privacy – Collection Statement – Form to supply information on increase in final cost of building work from Owner / Applicant

## HOW THE VBA USES AND DISCLOSES YOUR PERSONAL INFORMATION

The Victorian Building Authority (VBA) is committed to protecting the privacy of your personal information in accordance with the Privacy and Data Protection Act 2014 and the VBA's Privacy Policy and this Privacy Statement as amended from time to time.

The personal information you provide to the VBA on this notification, including any images or photographs and any and all details provided will be used by the VBA to carry out its function to reassess levy under subdivision 4A, Division 2, Part 12 of the Building Act 1993 (the Act).

The VBA may also use such information for the following purposes:

- (a) to enable the VBA to meet its statutory obligations or functions;
- (b) monitoring compliance with the Act and associated regulations and standards;
- (c) research, planning, to meet the VBA's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the VBA;
- (d) such other purposes as required by law or authorised under the privacy legislation.

The VBA may also share your personal information with third parties including, but not limited to, different business units within the VBA, the Building Appeals Board, Consumer Affairs Victoria, the Victorian Managed Insurance Authority, your insurer, other regulators (both in Victoria and interstate), and the VBA's staff and/or service providers who need to know such information to perform services for the VBA.

The VBA will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent.

You can request access to the personal information which the VBA holds about you. If you become aware that personal information the VBA holds about you is not accurate, complete or up to date, you can ask the VBA to correct it.

The VBA's full Privacy Policy is available at [www.vba.vic.gov.au/privacy](http://www.vba.vic.gov.au/privacy). By providing information to the VBA using this form, you are deemed to have acknowledged and consented to the VBA using and disclosing your personal information as set out in this Statement.

END OF FORM