

Notice of Intention to Appoint a new Building Surveyor

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

Condition 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 practice because of death, or if their registration has been suspended or cancelled?

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 - Individual owner** form.

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

Death Cancellation Suspension

...of my initial building surveyor, who issued the building permit listed below (**Permit**), I now seek to appoint the new registered building surveyor whose details appear below (**New Registered Building Surveyor**) with the consent of the VBA. I confirm that the New Registered Building Surveyor has agreed to take over the functions of the initial building surveyor for the building work the subject of the Permit (including the enforcement of any and all outstanding building notices, orders or directions to fix), as indicated by the New Registered Building Surveyor signing this notice below.

1. PERMIT AND OWNER INFORMATION *(completed by the owner)*

As the owner of the site at

Lot number	Street number	Unit or level number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Name	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

I seek the VBA's consent to appointment of the New Building Surveyor for the building work which is the subject of

Permit No	<input type="text"/>	Permit issue Date	<input type="text"/>
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Attach copy of permit

Brief description of building work

Initial Building Surveyor who issued the Permit

Title	Given name	Family names (Surname)	Registration no.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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NOTE: By signing this form you are acknowledging 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. Punishable by a fine of up to \$19,028.40

Owner Name, contact details and Signature

Title (Mr, Mrs, etc)	Given names	Family names (Surname)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address	Suburb	Post Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	Contact phone number		
<input type="text"/>	<input type="text"/>		
Owner signature	Date		
<input type="text"/>	<input type="text"/>		

2. NEW REGISTERED BUILDING SURVEYOR DETAILS & ACKNOWLEDGEMENT *(completed by the RBS)*

The following information must be completed by the New Registered Building Surveyor you intend to appoint, who must consent to take over the functions of the relevant building surveyor in relation to the building work which is the subject of the Permit detailed above.

New Registered Building Surveyors Details

Title	Given name	Family names (Surname)	Registration no.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I, being the registered building surveyor mentioned above, by signing this form, confirm that I consent to taking over function of the Initial Building Surveyor 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 or orders or directions to fix.

Building Surveyors Signature	Date
<input type="text"/>	<input type="text"/>

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 decline 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.