PERMITS FOR
YOUR BUILD PTY LTD

APPLICATION FOR VARIATION TO BUILDING PERMIT

Building Act 1993

I / We

…… ……. hereby apply to the relevant building surveyor to vary the Building Permit numbered

CBS–L 100002 – …… dated……

In making this application for variation, I advise that the building owner stated on the Building Permit has consented to this proposal (variation) and allowance to the building contract has been / will be considered.

Property Address:

……

Nature of Variation:

……
……
……
……
……

Information submitted in this application:

……
……
……
……
……

Conditions of appointment

Value of work: Estimated value of variation / Contract sum allocation: $.....

Signature of applicant:……
Name:…… ……..

Building practitioner registration number (if applicable):…….

Date of variation application: ……..

Notes: • A building levy is payable for a variation that increases the overall cost of the building works by more than $15,625. The form attached must be completed and provided to the VBA within a 28–day period. All levy must be paid by the owner or agent.

• The builder is responsible to contact their insurer (contract warranty) to ensure that the work contained within this variation is covered under the current policy.

• Building work for this variation must not commence until the amended building permit is issued by the relevant building Surveyor.

SIGNATURE

Signature of owner _____

Printed name of owner _____

Date _____

VICTORIAN BUILDING AUTHORITY

BUILDING CONFIDENCE

Notification of increased building costs for 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 works is at least $15,625 higher than the initial estimated costs provided at the time of applying for the building permit (section 205KA of the *Building Act 1993*). This notification must be provided **within 28 days** of becoming aware of the increased costs.
* An applicant is a person authorised to act on behalf of the owner (for example, a builder or an architect)

Owner / Applicant Details

First Name

Last Name

Email Address

Contact Number

Street Address

Suburb

State or territory

Postcode

Are you an: **Owner** ☐ **Applicant** ☐

Street Address

Suburb

State or territory

Postcode

Building Permit Number

- *Building Permit Number should be 12 digits, numeric and a check sum*
- *If there were several stages for this project, provide the permit number for the final stage*

For staged Building Permits

Project ID

Relevant Building Surveyor Details

Building Surveyor Registration Number (if known)

Building Surveyor Name or Company Name

CONTINUED ON FOLLOWING PAGE

Final Cost of Work

Stage Number (if applicable)

Reason for increase in final cost of work,
(please include any supporting documents, for example quotes, invoices or a copy of amended building permit)

Is the Nominated Levy Payer the same as the Owner / Applicant above?

Yes ☐ No ☐

If no, please provide the following details

Nominated Levy Payer Details

If you are not the owner of the property, please outline your relationship with the property owner

First Name

Last Name

Email Address

Contact Number

Street Address

Suburb

State or territory

Postcode

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 and understood how the VBA manages my personal information and the VBA's Privacy Policy.

Your signature

Date of signature

/ /

Once form is complete, please email to costofworks@vba.vic.gov.au

CONTINUED ON FOLLOWING PAGE

Privacy – Collection Statement – Form to supply information on increased costs from owner

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. 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