

**APPLICATION FOR AMENDMENT TO BUILDING PERMIT**

Building Act 1993  
Building Regulations 2018  
Regulation 24

**To**

Relevant Building Surveyor      **Vic Permits Building Surveyors**  
Email Address                      **info@vicpermits.com.au**

**From (Serving of Documents)**

Owner(s)/Agent of Owner \_\_\_\_\_  
ACN/ARBN \_\_\_\_\_  
Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Ownership Details** (if applicant is agent of owner)

Name of All Owner(s) \_\_\_\_\_  
ACN/ARBN (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Property/Project Details** (include title details as and if applicable)

Project Description \_\_\_\_\_  
Address \_\_\_\_\_  
Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_  
Crown Allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_  
Municipal District (Council) \_\_\_\_\_

Building Permit Number \_\_\_\_\_

I hereby apply for permission to vary details approved by the above Building Permit and submit amended documents for which this approval is sought.

It is the responsibility of the owner/agent of owner to notify the Victorian Building Authority (VBA) if the cost of building work is \$15,625 or higher than the initial value of building work stipulated. Where this is the case an additional levy may be payable direct to the VBA. This notification must be provided to the VBA within 28 days of becoming aware of the increased cost.

The documentation has been amended due to the following reason(s):

**Builder (Only complete if a new builder is appointed)**

Name (company if applicable) \_\_\_\_\_  
ACN/ARBN (if applicable) \_\_\_\_\_  
Building Practitioner Reg No. \_\_\_\_\_  
Postal Address and Post Code \_\_\_\_\_  
Contact Person Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

Cost associated with variation: \_\_\_\_\_ \$ \_\_\_\_\_

I declare that I have the authority to sign this form as the owner of the subject property or I have the written authority to act as the agent of the owner(s) pursuant to Sections 246 and 248 of the Building Act 1993.

**Signature**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_