

Confirmation of Appointment

From Owner:

**Property
Address:**

Proposed Works:

I hereby appoint Glenn Pettis of iSurvey Building Surveyors as the Relevant Building Surveyor (RBS) for the above mentioned project.

BUILDING PERMIT FEES: The building permit fees are to be paid in two stages (part A & B). Part A payment is to be paid at the completion of the plan checking stage, Part B payment is to be paid prior to the issuing of the building permit.

ADDITIONAL NON-MANDATORY BUILDING INSPECTIONS AND CERTIFICATION: The mandatory inspection stages required are: **prior to placing a footing, prior to pouring an insitu reinforced and concrete member as nominated by the building surveyor, at the completion of framework and upon completion of all building work.** Areas / Stages of construction that do not require compulsory inspections include: *Termite Management Systems, Pre-tile Substrate in Wet Areas, Insulation, Acoustic Insulation, Fire Rating and Garage Infill Slabs.* The aforementioned non mandatory stages may be inspected for an additional fee, please discuss this with an iSurvey staff member.

The building permit lists the mandatory building inspections that must be undertaken during the construction period. The Builder / Owner Builder must arrange with iSurvey Building Surveyors for the inspections to be undertaken. 24 hours notice must be provided for the arranging of a mandatory inspection. Additional inspection to those listed on the building permit will be charged according. Inspection fees must be paid prior to additional inspections being undertaken.

COMMENCEMENT OF BUILDING WORK: No building work shall commence prior to the issue date listed on the building permit.

BUILDING NOTICES AND BUILDING ORDERS: Building Notices and Building Orders that are issued by iSurvey Building Surveyors regarding any non-compliant works during the course of construction may be invoiced to the owner or builder at a minimum hourly rate of **\$250 + GST** (minimum of 2 hours). **Any administration and legal costs that may be incurred by iSurvey Building Surveyors may also be passed on and invoiced accordingly.**

INFORMATION PRIVACY ACT 2000: The information supplied on this form is shared with the *Victorian Building Authority* and/or any other *Authority*. It is not sold or given to any commercial third party. However, *Section 31* of the *Building Act 1993* requires the Relevant Building Surveyor to keep a register of all building permits and to make this register available for inspection by any person during normal office hours.

LAPSED BUILDING PERMITS: It is a requirement to complete the building works within the timeframes stipulated on the building permit. If your building permit expires you may be required to obtain a new building permit, including the payment of new building permit fees to allow for the lawful completion of the building works. Should the building permit have lapsed prior to the final inspection/occupancy inspections, additional fees to the satisfaction of the relevant building surveyor will be required to be paid.

CHANGES DURING CONSTRUCTION: Any proposed variations / changes to the building work from that approved in the building permit documentation must be submitted to the relevant building surveyor for approval prior to works proceeding. It is a breach of the *Building Act 1993* to carryout work that is not in accordance with the building permit. Building permit variation fees apply.

DOCUMENTATION: A copy of the approved building permit documentation must be kept on site at all times during construction to ensure that the building works is in accordance with the approved plans.

OWNER BUILDER: Section 137B of the Building Act prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6 1/2 years from the completion of the relevant building work unless the owner builder has obtained the required insurance.

DISCLAIMER: It is the owner's responsibility to ensure that all information provided, including documentation, relating to this permit application is true and correct. iSurvey Building Surveyors and its employees will not be responsible for checking the accuracy of information provided, nor for any errors or omissions. Information accepted as part of this application is done in "good faith". It is an offence under section 246 of the *Building Act 1993* for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out a function under this Act or the regulations.

PRINT OWNER:

SIGNATURE OWNER:

DATE: