

## **Confirmation of Appointment – Private Building Surveyor**

This is an important document – please read it and if any part of it not clear to you please contact our office for further information or clarification or seek your own legal advice.

**From Owner:**

**Property Address:**

**Proposed Works:**

**Email Address:**

**Contact Number:**

In accordance with the *Building Act 1993, Section 78*, this document is to confirm I/we hereby appoint Damian Pisotek of Protek Building Surveying Pty Ltd to act as the Relevant Building Surveyor (RBS) for the above mentioned project.

To our knowledge no other Building Surveyor has been appointed to act with regard to this project under the *Building Act 1993, Section 76*.

**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.

**ROLE OF BUILDING SURVEYOR:** To carry out functions under the Building Act 1993, Section 76, for checking and issuing of the building permit, the carrying out of the mandatory inspections and issuing of the occupancy permit or certificate of final inspection, as applicable. The building surveyor does not deal with contractual matters. And is not a quality control inspection service.

**MANDATORY BUILDING INSPECTIONS AND CERTIFICATION:** The mandatory inspection stages required are: *prior to placing a footing, prior to pouring an in-situ 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 (Domestic), lock- up and Garage Infill Slabs.*

The building permit lists the mandatory building inspections that must be undertaken during the construction period. The Builder / Owner- Builder must arrange with Protek Building Surveying Pty Ltd for the inspections to be undertaken. 24 hours' notice must be provided for the arranging of a mandatory inspection.

**Note: Additional inspections carried out for non – approved or those listed on the building permit will be charged accordingly. Inspection fees must be paid prior to additional inspections being undertaken. Additional mandatory building inspections will be charged at a minimum rate of \$220.00 (GST incl.)**

### **AMENDED APPROVAL or VARIATION OF DOCUMENTS**

Amended Architectural /Engineering amendments or other relevant documents for RBS approval will be charged, at a minimum fee of \$220.00 (GST incl.)

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

**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* required 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 expired 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.

**PLANNING PERMIT**

That all necessary enquiries with regard to Planning and other controls have been made and if any other permits are required they have been obtained and are or will be lodged as part of this application for Building Permit.

**BUILDING NOTICES AND BUILDING ORDERS:** Building Notices and Building Orders that are issued by Protek Building Surveying regarding any non-compliance works during the course of construction may be invoiced to the owner or builder at a minimum hourly rate of **\$350 + GST** (minimum of two hours). **Any administration and legal costs that may be incurred by Protek Building Surveying Pty Ltd may also be passed on and invoiced accordingly.**

**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 proceedings. It is a breach of the *Building Act 1993* to carry out 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 work has been carried out within 6 ½ 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. Protek Building Surveying 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.

**OWNER/S NAME:** .....

**SIGNATURE OWNER/S:** .....

**DATE:** .....