



Please Quote Reference: <Permit Application No \_\_\_\_\_ ( if applicable )  
Enquiries: Glynn Lewis, Municipal Building Surveyor

### APPLICATION FOR AN AMENDMENT TO BUILDING PERMIT DETAILS / PLANS

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

**Property details**

Number.....Street/road.....City/suburb/town.....  
Lot/s.....LP/PS.....Volume.....Folio.....  
Crown allotment.....Section.....Parish.....County.....

To, Municipal Building Surveyor

**From**

**Owner / Agent of Owner / Builder** ( circle as applicable.).....  
Postal address.....Postcode.....  
Contact Person.....Telephone<sup>6</sup>.....  
Email .....

**Ownership Details** Will this change? [Yes / No]

**Owner** .....

Postal address.....Postcode.....  
Contact Person.....Telephone<sup>6</sup>.....  
Email .....

Is this work being carried out by an Owner Builder ? [Yes / No] Will this change? [Yes / No]

**Building Practitioners** Will this change? [Yes / No] Builder / Engineer / Drafting

Name.....Category/class.....Registration No.....  
Postal address.....Postcode.....  
Contact Person.....Telephone<sup>6</sup>.....  
Email .....

Proposed use of building.<sup>4</sup>.....

**Nature of changes building permit / work**

.....  
.....  
.....  
.....

**ARE CHANGES CLEARLY MARKED ON PLANS ?**

**Change in Cost of building work ?** [Yes/No]

If yes, state the change in contract price \$.....

**Signature**

Signature of Owner .....date.....

**Signature**

Signature of Agent / Builder.....date.....

**NOTE :-**

An amendment to a Building Permit can be as little as a change in stress grading of timber used, to siting changes, to a total re-design of the building work. The changes need to be recorded on the Building Permit for consistency between the approved documentation and the building work on site. Amendments to Building Documents must be approved by the Builder **and** Owner and be reflected in the Contract documentation.

Changes on site from the original Building Documentation should not be commenced until the amendment is approved by the Building Surveyor.

**Note** Building practitioner means -

- (a) a building surveyor; or
- (b) a building inspector; or
- (c) a quantity surveyor; or
- (d) an engineer engaged in the building industry; or
- (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
- (f) a builder including a domestic builder; or
- (g) a person who erects or supervises the erection of prescribed temporary structures; or
- (h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners.  
but does not include-
- (I) an architect except in Part 9 and sections 24(3) and 176(6) of the Act; or
- (j) a person (other than a domestic builder) who does not carry on the business of building; or

**Note** Include building practitioners with continuing involvement in the building work.

**Note** The use of the building may also be subject to additional requirements under other legislation such as the Liquor Control Reform Act 1998 and the Dangerous Goods Act 1985.

**Note** If an owner builder, restrictions on the sale of the property apply under section 137B of the Act. Section 137B also prohibits an owner builder of domestic building work from selling the building within 6½ years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic insurance providers.

**Note Public Documents and Secret telephone numbers**

Applicants are advised that information given on this application form is transferred to the building permit register which is a public document open to public inspection. Do not include information that you wish to remain private, eg Secret telephone numbers.

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**FOR OFFICE USE ONLY**

**Fees**

|  |              |           |
|--|--------------|-----------|
| Building Approval ( AMENDMENT ) incl GST | 51211.01     | \$        |
| Additional Building Permit Levy          | 80240.31     | \$        |
| Other Council Fees                       | 80240.31     | \$        |
| Septic Tank                              | 50541.01     | \$        |
| Title Search fee                         | 51211.08     | \$        |
|  |              | .....     |
|  | <b>TOTAL</b> | <b>\$</b> |

Receipt No:..... Date:.....  
Method of payment Cash / Card / Direct Debit