

APPLICATION FOR AMENDMENT TO BUILDING PERMIT (Updated 2023)

BUILDING ACT 1993 | BUILDING REGULATIONS 2018



CURRENT BUILDING PERMIT NUMBER:			
FROM: OWNER / AGENT¹ OF OWNER <i>This is the person applying for the permit.</i>			
APPLICANT NAME (OWNER / AGENT):			
CONTACT EMAIL:		CONTACT PHONE NO.:	
PROPERTY DETAILS:			
STREET NUMBER:		STREET NAME:	
SUBURB:		STATE:	POSTCODE:
LOT(S):	LP/PS:	PARISH:	
PREVIOUS OWNERSHIP DETAILS		<i>(As shown on the building permit)</i>	
OWNER:			
POSTAL ADDRESS:			
CONTACT EMAIL:		CONTACT PHONE NO.:	
CURRENT (NEW) OWNERSHIP DETAILS			
OWNER:			
POSTAL ADDRESS:			
CONTACT EMAIL:		CONTACT PHONE NO.:	
PREVIOUS BUILDERS DETAILS		<i>(As shown on the building permit)</i>	
NAME:			
POSTAL ADDRESS:			
CONTACT EMAIL:		CONTACT PHONE NO.:	
PROPOSED (NEW) BUILDERS DETAILS		<i>(As shown on the building permit)</i>	
NAME:			
POSTAL ADDRESS:			
CONTACT EMAIL:		CONTACT PHONE NO.:	
REGISTRATION NUMBER:			

BRIEF DESCRIPTION OF PROPOSED AMENDMENTS:	
COST OF BUILDING WORK (if altered from original cost)	\$
SIGNATURE OF OWNER / AGENT OF OWNER	
SIGNATURE:	DATE:
Under the provisions of Regulation 42 and 43 of the Building Regulations 2018, an owner of a building or land for which a Building Permit has been issued must notify the Relevant Building Surveyor within 14 days after the change in the name or address of the owner or the builder carrying out the Building Work. <i>(Failure to notify could incur a penalty of 10 penalty units)</i>	
Tick the boxes to indicate that the information, details or plans are attached	
<input type="checkbox"/>	The form on the reverse side completed detailing the change of the name of the owner
<input type="checkbox"/>	The form on the reverse side completed detailing the change of the name of the builder
<input type="checkbox"/>	A comprehensive written statement detailing the alterations / amendments being sought for the project
<input type="checkbox"/>	Fee – an invoice will be sent (fees can be found on our website)
A copy of the plans showing:	
<input type="checkbox"/>	Site plan, including current approved layout and all amendments proposed
<input type="checkbox"/>	Floor plan, including current approved layout and all amendments proposed
<input type="checkbox"/>	Elevations, including current approved elevation and all amendments proposed
Also: <i>(if ownership details have changed)</i>	
<input type="checkbox"/>	Evidence of ownership for the allotment (copy of contract of sale signed and dated by both parties) OR a letter from the solicitor confirming settlement
<input type="checkbox"/>	Copy of the Warranty Insurance issued in new owner's name
<input type="checkbox"/>	Copy of the Owner Builder declaration completed with names, dates and signatures
Any amended permits granted will only cover amendments which have been adequately documented with this application. Any amendments not detailed with the application will remain unapproved by Council, and may constitute a breach of the Building Act 1993 and the Building Regulations 2018	
SUBMIT APPLICATION TO CENTRAL GOLDFIELDS SHIRE COUNCIL	
Email a scanned / electronic copy to:	Post or drop off to:
building@cgoldshire.voc.gov.au	22 Nolan Street Maryborough VIC 3465