



## APPLICATION FOR AMENDMENT TO BUILDING PERMIT

BUILDING ACT 1993 | BUILDING REGULATIONS 2018

**CURRENT BUILDING PERMIT NUMBER:** .....

**Property details:**

Number:..... Street/Road: .....

Suburb:..... Postcode: .....

Lot/s:.....LP/PS:..... Volume:..... Folio:.....

CA:..... Section:..... Parish:..... County:.....

**Applicant:** *(To whom the amended building permit is to be issued to)*

Owner/Agent: *(circle)* .....

Postal Address:..... Postcode: .....

Contact person:..... Phone:.....

Email: .....

**Previous Ownership Details:** *(as shown on the building permit)*

Owner:.....

Postal Address:..... Postcode: .....

Contact person:..... Phone:.....

Email: .....

**Current (new) Ownership Details:**

Owner:.....

Postal Address:..... Postcode: .....

Contact person:..... Phone:.....

Email: .....

**Previous Builders Details:** *(as shown on the building permit)*

Name:.....

Postal Address:..... Postcode: .....

Phone:..... Email:.....

**Proposed (new) Builders Details:**

Name:.....

Postal Address:..... Postcode: .....

Phone:..... Email:.....

Registration No.:.....

**BRIEF DESCRIPTION OF PROPOSED AMENDMENTS:**

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**Cost of building work** (if altered from original cost) .....

**Signature of owner or agent:** ..... **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 of the builder carrying out the Building Work. *Failure to notify could incur a penalty of 10 penalty units*

Tick the boxes to indicate that the information, details or plans are attached.

- The form on the reverse side completed detailing the change of name of the owner
- The form on the reverse side completed detailing the change of name of the builder
- A comprehensive written statement detailing the alterations / amendments being sought for the project
- Fee : Please refer to Building Fees at [Mount Alexander Shire Website](#)

Three (3) copies of plans, showing:

- Site plan, including current approved layout and all amendments proposed.
- Floor plan, including current approved layout and all amendments proposed.  
Elevations, including current approved elevation and all amendments proposed.

Also:

- 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)
- Copy of the Warranty Insurance, issued in new owner's name.
- 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 this application will remain unapproved by Council, and may constitute a breach of the Building Act 1993 and the Building Regulations 2018.