

When completed, this form is classified OFFICIAL Sensitive

Request to amend building permit or builder's details

Building Act 2011

PERMIT AUTHORITY
USE ONLY

Reference number

Permit authority

1. Property building permit relates to

Property street
address (provide lot
number where
street number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

Building permit
number

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2. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the re-issued building permit, please also provide forwarding details for each owner.

Owner's name

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Street address
(provide lot number
where street
number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

or

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature*

	Date
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*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

3. New builder details (if applicable)**Builder's name**Street address
(provide lot number
where street
number is not
known)

Unit no

Street no

Level

Lot no

Street name

Street type

Street suffix

Suburb

State

Postcode

Country (if not
Australia)

or

PO Box address

PO Box no

Suburb

State

Postcode

Country (if not
Australia)

Email address

Phone/fax

Phone no

Fax

Type of builder

☐

Registered building contractor (provide registration number below)

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Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below)

Registration number
or owner-builder
approval number

Registration/approval number (if relevant)

Builder's signature

Name (print)

Signature

Date

4. Proposed changes to building work (if applicable)Please describe
proposed changes
to the building work
(as approved) if
applicablePlease list
documents relating
to proposed
changes (i.e.
drawings,
specifications,
certificates, etc)**Privacy collection notice**

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.