

**Building Act 1993
Building Regulations 2018**

APPLICATION TO AMEND A REPORT AND CONSENT

Current Report and Consent Application Number:

PROPERTY DETAILS

No	Street/Road	Suburb/Town		
Lot	LP/PS	Vol/Folio	CA/CP	Section

APPLICANT DETAILS

Company OR Owner Name	Reference
Address	Postcode
Contact Person	Phone
Email	Mobile

*If applicant is not the same as original application, proof of ownership is required.

*If agent of owner, please provide authorisation document from owner

RELEVANT BUILDING SURVEYOR DETAILS

Name Registration No.

EXPLANATION OF PROPOSED AMENDMENT

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REASONS FOR PROPOSED AMENDMENT

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Signed: **Date:**

***This application must be accompanied by the items listed on the attached advice sheet**

***Application Fee: \$65.30**

Please submit form via email to buildinglodge@bendigo.vic.gov.au

ADVICE SHEET

NOTE: Application will not be considered until supporting documents have been provided.

SUPPORTING DOCUMENTS REQUIRED

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

- ☐ The form on the reverse side is completed, detailing the required amendment
- ☐ The application form to amend the building permit (if permit has been issued)
- ☐ The completed assessment form relating to the matter, addressing all relative decision guidelines (if applicable)

Copies of plans, showing:

- ☐ Site plan, including 'as built' layout for which amendment is being sought.
- ☐ Floor plan, showing 'as built' details for which amendment is being sought.
- ☐ Elevations, showing 'as built' details for which amendment is being sought.
- ☐ Evidence of new ownership (if applicable) for the allotment (copy of Contract of Sale signed and dated by both parties and/or a letter from the Solicitor confirming settlement).
- ☐ Affected adjoining owner's comments regarding the matter to be amended.

CONDITIONS

Any approval granted to amend a Report and Consent will only apply to that matter and must not be considered as approval of any other matters.

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DECISION TIME FRAME

An owner has rights to appeal within 30 days to the Building Appeals Board (contactable by phoning 1300 421 082 or emailing registry@buildingappeals.vic.gov.au) - including any:

- Requirement of a reporting authority to give more information or amend a permit application (S138 of the Building Act)
- The determination or exercise of discretion or
- Failure within a reasonable time to make a determination or exercise that discretion (S144 of the Building Act)