



Letter of Appointment

(Owner's Consent)

I / We

(Owner(s) Name)

hereby appoint Permission to Build - Registered Building Surveyor Jordan Florance BSU42133 to administer the Building Permit approval process for the proposed building works being:

(Intended Use)

being carried out on the land located at:

(Property Address)

Owners Details

(Email Address)

(Contact Number)

(Signature)

(Date)

Please Note: The original copy of this appointment letter must be provided with or before the building permit application form.

The Letter of appointment is a formal contract entered into by the owner / agent and the building surveyor that ensures all relevant parties involved in the building works are aware of their obligations under the Building Act 1993 – Part 3 – Division 2 – Section 17 and Building Regulations 2018.

The building permit approval process includes assessing the building permit under the Building Act, Regulations, the National Construction Code deemed to satisfy provisions and referenced Australian Standards. Our service requires us to collect and remit the Building Permit Levy to the Victorian Building Authority and provide copies of all relevant documentation to council. The process includes carrying out mandatory inspections and either issuing a certificate of final inspection or Occupancy Permit on completion of the project.

No allowance for additional inspections, assessment of amendments to applications or alternative solutions, extensions of time and or where works are not in accordance with the Building Act and Regulation the issue of Building notices / Building orders are within our standard scope and are subject to additional fees

By signing this Application Form, you agree that you have not previously appointed another building surveyor for the said works and accept the provision of our service is subject to our standard terms and conditions which are available on request. These outline the requirement of the owner to provide or obtain at their cost any Planning Permit, Septic / Sewer Permit, council legal point of discharge, any build over easement consent from authority or report and consent including CFA dispensation.