

**Building Act 1993  
BUILDING REGULATIONS 2018  
Regulation 24**

**APPLICATION FOR A VARIATION OF BUILDING PERMIT No. \_\_\_\_\_**

**To: RELEVANT BUILDING SURVEYOR – Andrew Herbig**

**From Owner/Agent of Owner**

Name \_\_\_\_\_

Postal address \_\_\_\_\_

Post Code \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone \_\_\_\_\_

Email<sup>1</sup> \_\_\_\_\_

ACN / ARBN \_\_\_\_\_

Indicate if a lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building leased by that lessee

**Property details**

Number \_\_\_\_\_ Street/Road \_\_\_\_\_ City/Suburb/Town \_\_\_\_\_

Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Crown allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_

Municipal district \_\_\_\_\_

**Building practitioners<sup>1</sup> and/or architect**

(a) to be engaged in the building work<sup>2</sup>

Name \_\_\_\_\_ Category \_\_\_\_\_ Registration No. \_\_\_\_\_

Name \_\_\_\_\_ Category \_\_\_\_\_ Registration No. \_\_\_\_\_

(If a registered domestic builder carrying out domestic building work, attach details of the required insurance)

(b) who were engaged to prepare documents submitted with this application<sup>3</sup>

Name \_\_\_\_\_ Category \_\_\_\_\_ Registration No. \_\_\_\_\_

Name \_\_\_\_\_ Category \_\_\_\_\_ Registration No. \_\_\_\_\_

**Cost of variation \$** \_\_\_\_\_

Description of Variation/s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature**

Signature of owner or agent \_\_\_\_\_ Date: \_\_\_\_\_

An administrative variation charge of **\$400.00**(+ GST) minimum applies to all minor building permit variations sought whereby a valid and current building permit exists. Additional fees will be applicable to applications that are not considered minor. **Please note:** A new building permit may be required where the variation does not form an integral part of the existing building permit in which case the appropriate form, fee and building permit levy for the work will apply.