

# 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			

## 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.

**4. New builder details (if applicable)**

Builder'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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Type of builder

- Registered building contractor (provide registration number below)
- 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

**5. Proposed changes to building work (if applicable)**Please describe  
proposed changes to  
the building work (as  
approved) if  
applicable

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Please list  
documents relating  
to proposed changes  
(i.e. drawings,  
specifications,  
certificates, etc)

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