

## **BUILDING PERMIT DOCUMENTS.** *getting the paperwork right and speed up your permit.*

The VBA **will not issue a building permit number** unless all commercial documents are consistent with names and details across all documents: *Application form, Title, Contracts, Warranty insurance, Owner Builder Certificate, Builder registration, appointment documents.*

### **OWNER DETAILS:**

The name of owner on the application form and any contract or owner builder certificate **must be exactly as per the title.**

- *If more than one owner you must include all as per title.*
- *Company names, trust names, corporation names to be included exactly as per title*

### **REGISTERED COMPANY BUILDER (PTY LTD) :** (e.g. Apex Builders Pty Ltd "C" prefix CDBU-1111)

The builder name on the application form, and contract, and warranty insurance and the ACN number, **must be exactly as** the VBA register for builders, and the ASIC register of companies.

- *The VBA **will not issue a permit number** if Family Trusts, trading names or personal builder registrations are used in these documents.*
- *Make sure you include "Pty Ltd" at the end of the company name on all documents.*

### **REGISTERED NATURAL PERSON BUILDER:** (e.g. Fred Apex no "C" prefix DBU-1111)

#### ***As an individual***

The builder name on the application form, and the contract, and warranty insurance and the ABN number, **must be exactly** as the VBA register for builder, and the ABN register of businesses.

#### ***As a partnership***

The partnership name on the application form, and the contract, and the warranty insurance and the ABN number, must be exactly the same, **AND**

The VBA register for the individual builder must include the partnership name under their individual builders registration.

### **DESIGN PRACTITIONERS; architect, draftsman, engineer**

The design documents and compliance certificates must be listed on the application form (p2) and **must be exactly** as per the VBA register (or architects register).

You cannot mix company names and personal names. Ensure the name on the certificates of compliance and registration numbers are the same.

### **Notes**

- 1. Errors in the above are causing ongoing delays in getting Permit Numbers from the VBA and issue of the building permit. Help us to help you and ensure you have used consistent details across all documents.*
- 2. If the cost of works for residential buildings is \$16,000.00 or greater registered builder must provide warranty insurance or owner builder provide owner builder certificate.*
- 3. If unsure ring our office for more information.*