

**Building Act 1993  
Building Regulations 2018**

**APPLICATION TO AMEND OR EXTEND A REPORT AND CONSENT**

**Current Report D Q G Consent S S O L F D W L R Q 1 X P E H U .....**

**PROPERTY DETAILS**

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

**APPLICANT DETAILS**

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 OR EXTENSION**

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.....  
.....

**REASONS FOR PROPOSED AMENDMENT OR EXTENSION**

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.....  
.....

**\*This application is to be accompanied by the information listed of the attached advice sheet.**

**Application Fee:**

Signed: ..... Date: .....

**Please submit form via email to [buildinglodge@bendigo.vic.gov.au](mailto:buildinglodge@bendigo.vic.gov.au)**

# AMEND OR EXTEND A REPORT AND CONSENT ADVICE SHEET

## 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 or extension.
- 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 amendment granted will only cover an amendment/extension which has been adequately documented with this application.

Any approval granted to an amendment/extension to an existing and current Report and Consent will only apply to that matter and must not be considered as approval of other matter.

An extension to a Report and Consent will only be issued once, and only for a period of 12 months.

## DECISION TIME FRAME

An owner has rights of appeal to the Building Appeals Board (contactable via phone 1300 421 082 or email [registry@buildingappeals.vic.gov.au](mailto:registry@buildingappeals.vic.gov.au)) - including (within 30 days) - 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)

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