

Transfer of Functions of Private Building Surveyor – Authority to Transfer Form (Applicable for Single Site Transfers only)

This Form is to provide evidence of agreement between all relevant parties. **Signed declarations by all parties are mandatory.**

A. Please provide the below mentioned details for the Site

Date of Appointment	Has permit been issued? (Yes/No)	Permit No. (if applicable)	Stage No. (if applicable)	Permit Issue Date (if applicable)
Site Address	Owner's Name	Description of Building Work	BCA Class	Cost of Work

B. Consent from Person who has Appointed the Building Surveyor

Name of the person:

Are you the (please tick the relevant box) **Property Owner** **Agent of the Owner**

Signature:

C. Transfer Date Details

Permanent/Temporary Nominated Start Date of Transfer

End Date of Transfer (if temporary transfer) Reason for Transfer

For example: Annual Leave

Please note: The Transfer will not become effective until all of the following dates have been reached:

- i. the nominated start date of transfer (to be specified on this form)
- ii. the date that the New Building Surveyor notifies the VBA of the transfer
- iii. the date that the New Building Surveyor notifies the relevant council of the transfer.

D. Declaration

Transferring Building Surveyor's Declaration

Name:	Registration Number:
Lodging Organisation Number and Name (if applicable):	
<p><i>I certify that the information provided is true and correct. I am aware that it is an offence under section 246 of the Building Act 1993 to give false or misleading statements or documents to the VBA. I agree to the transfer of functions for the above-mentioned site. I have provided copies of all relevant documentation to the functions being transferred to the New Building Surveyor, and acknowledge that a failure to do so may result in disciplinary action being taken against me by the VBA. I have informed the New Building Surveyor of any current enforcement actions pertaining to any of the functions being transferred. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor.</i></p>	
Signature:	Date:

New Building Surveyor's Declaration

Name:	Registration Number:
Lodging Organisation Number and Name (if applicable):	
<p><i>I certify that the information provided is true and correct. I am aware that it is an offence under section 246 of the Building Act 1993 to give false or misleading statements or documents to the VBA. I agree to the transfer of functions for the above-mentioned site and I have the necessary VBA registration category to fulfil the functions. I have received copies of all relevant documentation to the functions being transferred to the best of my knowledge. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor. I will notify the relevant council of the transfer of functions on or before any date of transfer specified on the Transfer List, but after receiving confirmation from the VBA of the transfer of functions.</i></p>	
Signature:	Date:

The above dates must be prior to the date that the nominated start date of transfer.

E. Submit Form to VBA

Once all relevant parties have completed and signed this Form, please email a copy of the Form to: transfers@vba.vic.gov.au.