When completed, this form is classified OFFICIAL Sensitive

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				
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		
Phone/fax	Phone no	Fax
Owner's signature*		Date

*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

3. New builder details (if applicable)

Builder's name				
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				
Phone/fax	Phone no		Fax	
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	

4. Proposed changes to building work (if applicable)

Please describe proposed changes to the building work (as approved) if applicable	
Please list documents relating to proposed changes (i.e. drawings, specifications, certificates, etc)	

The Shire of Gingin collects your personal information to process this application or request and perform its functions under relevant legislation. Information may be disclosed where authorised or required by law. If required information is not provided, we may be unable to process your application. See the Shire's Privacy Policy for more information.

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.