

Application to vary a building permit



Merri-bek
City Council

To: The Relevant Building Surveyor

Please note that a fee may apply for this variation, for advice on the applicable fee please contact our office on 92402408. Where applicable, an invoice will be sent once this application has been received.

Property details

Site address	
Building permit number	

Applicant details

Name		Phone	
Postal address			
Email			

The applicant is: ☐ the owner ☐ the agent of the owner

Please describe the proposed variations/ to the existing building permit

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Submission checklist

- ☐ Please ensure you have attached a copy of the amended plans and any other relevant documents

Signature and declaration

By signing this application, I acknowledge that a fee may apply and that the fee is non-refundable.

Signature of applicant:

ONCE SIGNED CLICK HERE TO COMPLETE FORM AND SUBMIT VIA EMAIL

***Tick box to sign:** Date: _____

***Physical signature for hardcopy submission:** _____

***Where the applicant is the agent of the owner, by signing this application form they confirm that they are authorized pursuant to section 248 of the Building Act 1993 to apply for this variation to the building permit.**






For any further advice or assistance please contact us on:

Ph. 92402408

Email: buildingpermits@merri-bek.vic.gov.au

CLICK HERE TO CONTACT US VIA EMAIL

For more information & lodgement

-  Email your application to buildingpermits@merri-bek.vic.gov.au ; we will invoice you for payment.
-  Phone 9240 2408 for information and assistance.
-  Online visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-projects/ for more information.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building permit data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this application to vary a building permit might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751			