

## Building Act 1993

Building Regulations 2018

# AGENT AUTHORISATION & CONSENT TO OBTAIN INFORMATION

This agent authorisation and consent form applies to building matters relating to the property under the Building Act 1993 and Building Regulations 2018. It authorises the nominated agent to access building records, act on behalf of the owner in building-related applications or matters, and communicate with Council about those matters.

### Step 1 – Property details that this authorisation relates to :-

Lot No: LP/PS: Volume/Folio:  
Street No: Street Name:  
Suburb: Postcode:

### Step 2 – Owner(s) Details :-

Owners Name(s):  
  
Owners Telephone Number:  
  
Owners Email address:  
  
Owners Postal address:

### Step 3 – Agent Details :-

Agents Name/Company:  
  
Agents Telephone Number:  
  
Agents Email address:  
  
Agents Postal address:

#### Step 4 – Scope of Authority :-

##### A. Access to Information / Documents

- ☐ Obtain copies of building permit(s)
- ☐ Obtain copies of Occupancy Permit(s) / Certificate(s) of Final Inspection
- ☐ Obtain copies of Pool and or Spa Registration letter / Certificate of Pool and Spa barrier Compliance
- ☐ Obtain copies of building permit approved plan(s)
- ☐ Obtain copies of engineering / structural documents lodged with the building permit
- ☐ Obtain copies of current open Building Notices / Orders
- ☐ Obtain other (specify)

##### B. Authority Under the Building Act 1993

- ☐ Act for Report & Consent applications
- ☐ Act in relation to Building Notices / Orders
- ☐ Act regarding illegal building works
- ☐ Lodge applications, appeals, referrals or comments
- ☐ Communicate with Council officers

##### C. General Authority

- ☐ Act as my agent in all building matters
- ☐ Receive correspondence
- ☐ Request and provide information
- ☐ Other:

### Step 5 – Authority Period :-

This authority commences on: \_\_\_\_\_ and expires on: \_\_\_\_\_

If no expiry is specified, this authority will expire 12 months from the date of signing.

#### Revocation of Authority

This authority may be revoked at any time by the owner(s) providing written notice to Council. Once written notice is received, the agent's authority ceases immediately.

### Step 6 – Declaration :-

I/We the owner(s) declare that the information provided is true and correct and authorise the above agent to act on my/our behalf.

Owner Signature(s)

Name:

Signature:

Date:

Name:

Signature:

Date:

### Step 7 – Identification :-

☐ Copy of driver's licence or passport of property owner attached

### Privacy Statement

Personal information collected by Council is used for purposes under the Building Act 1993 and Building Regulations 2018 and is handled in accordance with the Privacy and Data Protection Act 2014 (Vic).