



Amending the building permit or builder's details

This guidance note deals with amending a building permit to substitute a replacement builder where the nominated builder is unable to continue the building work, generally due to insolvency, death or disappearance.

The building permit may be amended following notification to the permit authority that:

- the nominated builder is unable to continue the building work; and
- a notice of cessation has not been submitted by the nominated builder.

Who notifies the permit authority?

Owners can notify the permit authority that a replacement builder is required.

Details of the proposed replacement builder can be conveyed to the permitting authority on a *Request to amend building permit* (BA19) which is accessible on the Building and Energy website.

The building permit can be re-issued showing the replacement builder as the nominated builder so that building works may continue with minimal disruption.

Are any additional fees involved?

A building permit has already been granted for the building work and the prescribed fees and levies have been paid, however circumstances may require further fees and levies to be paid.

No changes to the design

Where no changes are proposed to the building work (as **approved**), the substitution of a replacement builder on the building permit is an administrative matter.

The Building Regulations 2012 do not authorise the charge of a fee to amend details on a building permit.

Changes to the design

Where changes are proposed to the building work, those changes will need to be considered accordingly. For example minor changes, such as substituting building materials, may simply be noted on amended drawings as a matter of record, and depending on the circumstances, may require a rectified certificate of design compliance. Where the value of such changes adds to the cost of the **approved** building work, further fees and levies may apply.

Home indemnity insurance

If the owner enters into a new contract with a replacement builder, that contract will require home indemnity insurance (HII). A copy of the new HII certificate of insurance should be given to the owner. It is recommended that a copy is also provided to the permit authority when seeking to have the nominated builder replaced on the building permit.

Disclaimer – The information contained in this fact sheet is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

Building and Energy | Department of Mines, Industry Regulation and Safety

1300 489 099

8.30am – 4.30pm

Level 1 Mason Bird Building

303 Sevenoaks Street (entrance Grose Avenue)

Cannington Western Australia 6107

M: Locked Bag 100, East Perth WA 6892

W: www.dmirs.wa.gov.au/building-and-energy

E: be.info@dmirs.wa.gov.au

Regional Offices

Goldfields/Esperance (08) 9021 9494

Great Southern (08) 9842 8366

Kimberley (08) 9191 8400

Mid-West (08) 9920 9800

North-West (08) 9185 0900

South-West (08) 9722 2888

National Relay Service: 13 36 77

Translating and Interpreting Service (TIS): 13 14 50

This publication is available in other formats on request to assist people with special needs.

Request to amend the building permit or builder's details

Building Act 2011

PERMIT AUTHORITY
USE ONLY

Reference number

Permit authority

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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

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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

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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

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Phone/fax

Phone no	Fax
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Owner's signature*

	Date
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3. New builder details (if applicable)

Builder's name

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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

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Phone/fax

Phone no	Fax
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Type of builder

<input type="checkbox"/> Registered building contractor (provide registration number below)	
<input type="checkbox"/> 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)
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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

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Please list documents relating to proposed changes (i.e. drawings, specifications, certificates, etc)

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