

# Changes to BAMS – New automated notifications

As part of the Victorian Building Authority's (VBA) ongoing commitment to enhancing our online services to industry and consumers, we are currently making a range of enhancements to the Building Activity Management System (BAMS). This document details changes implemented on 23 August 2024 relating to:

1. Prescribed events – user functionality enhancements
2. Prescribed events – automated email notifications.

You can find further information about BAMS at: [Building Activity Management System](#)

If you have any questions about these changes, please [email the VBA Building Activity \(BAMS\) Team](#).

## User functionality enhancements

### Key prescribed events 'Action Required'

From August 23, 2024, when a user logs in to BAMS, selects 'Manage Permits' and chooses the relevant account, they will be able to select 'Action Required'.

The screenshot shows the 'Building permits (BAMS)' interface. At the top, there are navigation tabs: 'Manage Applications', 'Apply via Online Form', 'Apply or Amend via CSV Upload', 'Report Prescribed Events', 'Manage Permits' (highlighted with a blue box), 'Transfer of Functions', and 'My Cases'. Below the tabs, the 'Manage Permits' section is active. It contains several subsections: 'Active BAMS Permits', 'RBS Issued BPN', 'Completed Permits', and 'Action Required'. The 'Action Required' subsection lists criteria for permits where certain events have not been reported. At the bottom, there is a dropdown menu for '\* Select Account:' with 'L0123456 Aurora Medhurst' selected. Below the dropdown are tabs for 'Active BAMS Permits', 'RBS Issued BPN', 'Completed Permits', 'Suspended Permits', 'Abandoned Permits', and 'Action Required' (highlighted with a blue box).

This view lists all permits where one or more of the following prescribed events is now expected to be reported, based on these criteria -

- **Prescribed Event Code 10** 'Issuance of Building Permit' has not been reported, where the Building Permit Number was generated equal to or greater than 60 days ago.



- **Prescribed Event Code 13** 'Issuance of Occupancy Permit' or **Prescribed Event Code 15** 'Certificate of Final Inspection' has not been reported, where a Final Inspection passed equal to or greater than 30 days ago.

The expected event is denoted with an 'X' (see example below).

**Please note that there may be issues with other prescribed events for permits that are not included in the list generated by 'Action Required' so it will be important that the relevant permits are reviewed.**

Users may click on 'View' to go directly to the relevant permit.

The screenshot shows the 'Action Required' tab with the following search filters:

- Building Permit Number: search
- Building Surveyor Registration Number: search
- Primary Site Full Address: search

Buttons: Search, Clear Search, Export All

Building Permit ...	Created Date	Primary Site Ful...	Building Survey...	10 Issuance of ...	15 CFI/13 OP Due	View
5554444401	20/05/2024	3 Test Street, SMITH-	BS-L 55555555	X		View
5554442764	20/05/2024	2 Random Street, SL	BS-L 55555554	X		View
5554441127	05/04/2024	4 Name Street, SUB	BS-L 55555553		X	View
5554439490	19/01/2024	6 Test Street, SMITH	BS-L 55555552		X	View
5554437853	16/01/2024	3 Test Street, SMITH	BS-L 55555551	X		View
5554436216	16/01/2024	7 Name Street, SUB	BS-L 55555550	X		View

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Buttons: Prev, Next

### New 'Export All' functionality

Users will now be able to search or select 'Export All' and obtain a .csv file of the items categorised under each of the tabs. This function is available in each of the category tabs as well as the 'Action Required' tab.

The screenshot shows the 'Action Required' tab with the 'Export All' button highlighted by a red box. The search filters and buttons are the same as in the previous screenshot.



A sample output from the 'Export All' function:

	A	B	C	D	E	F
1	Building Permit Number	Created Date	Building Surveyor Registration Num	Primary Site Full Address	10 Issuance of Building Permit Due	15 CFI/OP Due
2	5554444401	01/06/2024	BS-L 55555555	3 Test Street, SMITHVILLE 5555	X	
3	5554442764	31/03/2022	BS-L 55555554	2 Random Street, SUBURB 5555	X	
4	5554441127	13/09/2023	BS-L 55555553	4 Name Street, SUBURB 5555		X
5	5554439490	21/07/2023	BS-L 55555552	6 Test Street, SMITHVILLE 5555		X
6	5554437853	01/06/2024	BS-L 55555551	3 Test Street, SMITHVILLE 5555	X	
7	5554436216	22/07/2023	BS-L 55555550	7 Name Street, SUBURB 5555	X	

## New automated email notifications

Commencing in September 2024, BAMS users will receive a monthly notification via email advising of any permits with expected Building Permit issuance and/or OP/CFI-related prescribed events requiring attention.

An example of an automated email notification:

Hi [redacted]

As per Regulation 47 of Building Regulations 2018, monthly building permit data (Prescribed Events report) is due to be reported to Victorian Building Authority by 7th day of each month.

Our records in BAMS indicate that the reporting of prescribed events indicated in the below table is still outstanding for the building permit numbers under your account.

<b>Number of Building Permits where Prescribed Event '10 Issuance of Building Permit' is due</b>	<b>Number of Building Permits where Prescribed Event '13 Issuance of Occupancy Permit or 15 Certificate of Final Inspection' is due</b>
4	2

Please review the list of building permit numbers using the below link <https://victorianbuildingauthority-vbaprga.sandbox.my.site.com/bams/s/manage-permits> and take the required actions.

For details on how to report prescribed events, please refer to the [BAMS Surveyor Guide](#)

For any queries or issues with the above, please contact the BPN Industry Support Team on 1300 241 104 or at [bams@vba.vic.gov.au](mailto:bams@vba.vic.gov.au)

Regards,  
Victorian Building Authority

## Important note

Please be aware the permits listed under 'Action Required' and detailed in the notification email will be only those that have permit issuance (PE10), CFI and/or OP-related issues (PE13 and PE15). Accordingly, there may be permits with issues relating to other prescribed events that are not included in the list or the email so it will be important to actively review the relevant permits.

## Questions?

If you have any questions about these changes, please [email the VBA BAMS Team](#).