

Building Activity Management System (BAMS)

Building Surveyor User Guide

Version 5.1





Tuesday 7 July 2026

Accessibility

For enquiries in languages other than English, contact the Translating and Interpreting Service on 131 450. Say the name of your language in English and ask the interpreter to call 1300 815 127.

If you have difficulties with hearing or speech, you can contact the **Building and Plumbing Commission** via the [National Relay Service](#). Simply enter 1300 067 088 as the number you want to call.

Users of TTY services can also contact the BPC via our direct TTY line: 133 677.

Acknowledgment of Country

The Building and Plumbing Commission (BPC) respectfully acknowledges the Traditional Owners and custodians of the land and water upon which we rely. We pay our respects to their Elders past and present. We recognise and value the ongoing contributions of Aboriginal and Torres Strait Islander peoples and communities to Victorian life.

We embrace the spirit of reconciliation, working towards equality of outcomes and an equal voice.





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New method for calculating the cost of the building work required from 26 November 2025

From 26 November 2025, a new method for calculating the cost of the building work (CoW) will be required for building permit applications.

The *Building Act 1993* (the Building Act) has been amended to clarify and provide certainty on how the building permit levy (BPL) is calculated.

What's changing?

From 26 November 2025 – Calculating CoW

The building permit applicant will be required to calculate and provide the required values for each component of the CoW formula as part of the building permit application. The RBS will then use this information to calculate the CoW to ensure the correct BPL is paid.

The RBS will be able to [refuse a building permit application](#) if they reasonably believe the information provided is materially incorrect.

Prior to 26 November 2026 – Estimating CoW

Prior to 26 November 2025, building permit applications were required to specify the contract price or provide sufficient information for the relevant building surveyor (RBS) to estimate the CoW.

Additionally, the old laws will continue to apply for a reassessment by the BPC of permit applications accepted by RBS prior to 26 November 2025. [Read the FAQ](#) to learn more.

Calculating CoW – The new formula

The formulas below must be used for calculating CoW from 26 November 2025. GST must be included in all amounts.

In their simplest form, the formulas can be expressed as:

Types of contracts	Formula for calculation (all amounts include GST)
Contract price	Calculated cost of the building work = (equals) Contract(s) amount (including labour + materials) - (minus) Chattels
Cost plus contract	Calculated cost of the building work = (equals) Cost plus contract (s) (estimate amount that the builder will receive) - (minus) Chattels



Owner-builder (work carried out by owner without subcontractors)	Estimated cost of the building work = (equals) Estimated labour (by owner) + (plus) Materials - (minus) Chattels
Owner-builder (works carried out by subcontractors)	Calculated cost of the building work = (equals) Aggregate contract amounts including (labour + materials) - (minus) Chattels
Owner-builder (work carried out by owner and subcontractors)	Estimated cost of the building work = (equals) Estimate labour (by owner) + (plus) Materials + (plus) Contract price and/or cost plus contract - (minus) Chattels

Excluded items

Prescribed excluded items

The regulations do not currently prescribe any excluded items.

Chattels

The cost of a chattel can be excluded from the CoW only if it meets both following criteria:

- a moveable item
- not required for compliance with standards, National Construction Code (NCC) and the relevant regulations.

Refer to the [BPC website](#) for more guidance on chattels, including examples.



Changes to the Form 1 – Application for a building permit

A revised [Form 1](#) template has been published and must be used from 26 November so the applicant can accurately provide the information required for the RBS to calculate the CoW.

The updated Form 1 now requires specific information relating to the calculating of CoW. Visit the [BPC website](#) to learn more about the changes to the Form 1.

Getting Started

How to access BAMS

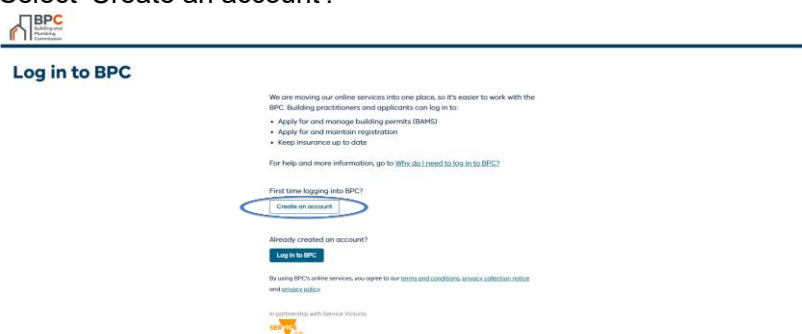
To obtain access to BAMS, new users will need to register with BPC and submit a BAMS access form.

Register with BPC

All building surveyors and administration staff will first need to register with the BPC and set up their user account details with Service Victoria.

The following steps describe how to Register with BPC:

1. Navigate to the landing page: <https://bams.vba.vic.gov.au/bams/s/login-landing>.
2. Select 'Create an account'.



3. Enter in your personal details and click 'Continue' to create an account.

Create an account

To make it simpler and faster for you, BPC has partnered with Service Victoria to provide log in and identity checks.

Enter your details below. We'll use your details to create an account with BPC, and an account with Service Victoria, if you don't have one already.

First Name

Last Name

Email address

All communication from BPC, including disciplinary notices, will be sent via email to this email address.

Mobile phone number

Date of Birth (Optional)

Postcode

By creating an account, you agree to our [terms and conditions](#), [privacy collection notice](#) and [privacy policy](#).

On the next screens you will need to confirm your email and mobile phone by entering a security code that we will send to them.

[Back](#) [Continue](#)





- You will be required to enter a one-time password sent to the email address and mobile number you entered.

The first screenshot shows the 'Enter email security code' screen. It has the 'SERVICE' logo at the top. Below it, the title 'Enter email security code' is followed by a message: 'We've sent a security code to GTT@GTT.com. It lasts 10 minutes. We do this to make sure it's really you.' There is a text input field with the value '250902'. Below the input field are two buttons: 'Resend code' and 'Next'.

The second screenshot shows the 'Enter SMS security code' screen. It also has the 'SERVICE' logo. The title is 'Enter SMS security code'. The message says: 'We've sent a security code to 0499999999. It lasts 10 minutes. We do this to make sure it's really you.' The text input field contains '658954'. Below the input field are two buttons: 'Resend code' and 'Next'.

- Create a password.

The 'Create password' screen features the 'SERVICE' logo. The title is 'Create password'. It has two password input fields. The first is labeled 'Enter new password' and the second is labeled 'Re-enter new password'. Below the second field is a green checkmark. There is a checkbox with a checkmark and the text 'I agree to Service Victoria's terms and conditions and privacy and security policy'. At the bottom are two buttons: 'Back' and 'Next'.

- Once you have registered and logged in, you will be directed to the BPC portal.



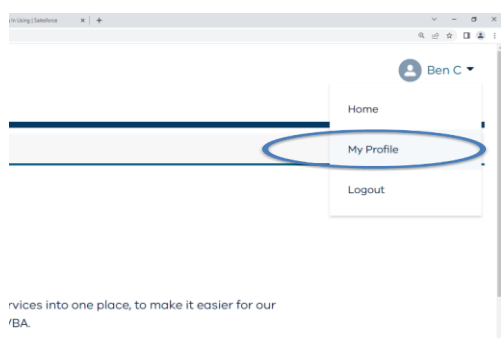
Submit a BAMS access form

Once registered, the new user is then required to submit the appropriate BAMS access form, so that the user can be associated with the relevant building surveyor reporting accounts.

Forms can be found here: <https://www.bpc.vic.gov.au/surveyors/building-activity-management-system-bams> , and once completed can be sent to bams@bpc.vic.gov.au for action.

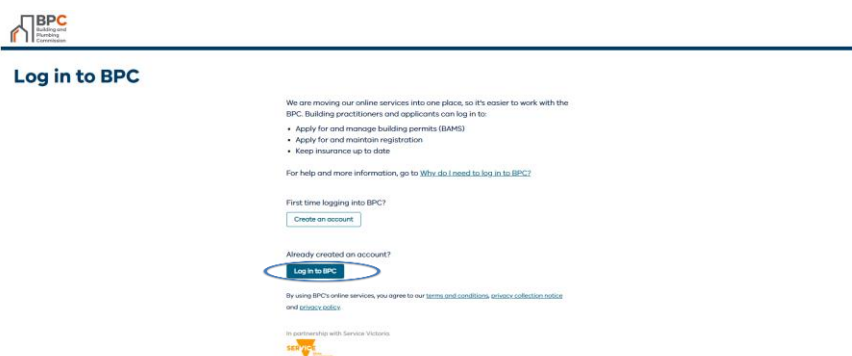
Updating your details

The BPC Portal offers users the ability to update their basic information direct from the My Profile page, which can be found via the dropdown at the top right of the page:



Subsequent Log Ins

Once a user has registered and submitted an access form, they can then simply click 'Log in to BPC' from the landing page,



and enter in the email and password they setup at registration:

Log in

This is also your [Service Victoria](#) account

Email

Forgot your email?

Password

Forgot your password?

[Log in](#)

Forgot your password?

BAMS provides a 'Forgot my password' link that enables you to reset your password. You will be asked to provide your email address and the reset password process will be sent to your email address. Follow the links on the email to reset your password. Once you have changed your password, you can return to the login screen to log in.

Where to go for help

Additional Information

You have access to the following information on the BPC BAMS website;

- [BAMS website page](#)
- [Frequency asked questions about BAMS](#)



BPC BAMS Support

For support from our dedicated BAMS team , please make contact via the below email address.

- Email: bams@bpc.vic.gov.au

Basic Navigation of BAMS

After logging into BAMS you will be taken to the manage applications page, one of many pages in BAMS. The top line of buttons includes; Manage Applications, apply via Online Form, Apply or Amend CSV Upload, Report Prescribed Events, Manage Permits. These buttons allow you to navigate to different pages of the BAMS to do certain activities.

Following selection of one of these headers, you will be prompted to select the relevant reporting organisation you wish to report under:

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events Manage Permits Transfer of Functions My Cases

* Select Account:

--Select--

LO9999999 Test Surveyors

CBSU9999999 Test Surveyors 2

Manage Applications

The Manage Applications page is where you can continue previously drafted applications and pay levy for previously submitted applications. At the manage applications stage these are considered applications for building permit number and do not have a building permit number associated with the application. Only when payment of levy is made will the building permit number be issued.

1. **Draft applications** – applications that have not been submitted for validation. These applications have been saved during the application process.
2. **Pending RBS Payment** – these are applications that have been validated by BAMS. These applications have not been paid by the relevant building surveyor. This page will enable relevant building surveyor to pay for 1 or more of the applications in the list. You can also choose to withdraw your application at this point.
3. **Pending Applicant Payment** – this page shows applications where the levy has not been paid by the nominated payer. It will show all applications that are pending the nominated payer payment, this will be updated automatically as payment is made by the nominated payer.
4. **BPAY Pending Receipt** – shows all building permit applications paid with BPAY without supplying a receipt number.
5. **Validation Results – Applications/Amendments** – this page shows the validation results for any applications or amendment CSV uploads.
6. **Validation Results – Prescribed Events** – this page shows the validation results for any prescribed events reported via CSV file upload.



Building permits (BAMS)

Manage Applications

Apply via Online Form

Apply or Amend via CSV Upload

Report Prescribed Events

Manage Permits

Transfer of Functions

My Cases

Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors ▾

Draft Applications

Pending RBS Payment

Pending Applicant Payment

BPAY Pending Receipt

Validation - Applications/Amendments

Validation - Prescribed Events

Apply Via Online Form

This page is where you can apply for a single building permit number online. You will land on the instructions page for applying online that describes how to use the online form application form. When you select 'Next' you will be taken to the first page where you can enter the required information for the building permit number application.

Building permits (BAMS)

Manage Applications

Apply via Online Form

Apply or Amend via CSV Upload

Report Prescribed Events

Manage Permits

Transfer of Functions

My Cases

* Select Account:

LO9999999 Test Surveyors ▾

Instructions

Surveyor, Owner & Levy

Builder & Practitioner

Site Information

Apply via Online Form

Use this online form to apply for a single building permit number (BPN) application. The fields marked with * denotes fields required for the BPN application. Once the BPN application contains all of the required fields it can be validated. Once the application has passed validation it can be submitted.

Save and Exit

Save

Next



Apply or Amend via CSV Upload

This page will enable you to upload a CSV upload for one or more building permit number applications and an amendment to one or more building permit number record on BAMS. You will have the option to select upload and choose a CSV upload from your computer or drag a CSV upload into the upload box from your computer.

[Home](#) [Building permits \(BAMS\) ▾](#)

Building permits (BAMS)

[Manage Applications](#) [Apply via Online Form](#) [Apply or Amend via CSV Upload](#) [Report Prescribed Events](#) [Manage Permits](#) [Transfer of Functions](#) [My Cases](#)

Apply or Amend via CSV Upload

You can apply for BPN applications and/or amend building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

You can include both applications and amendments in the same CSV file. The file can also contain applications and amendments from multiple RBSs within the same reporting entity.

To amend a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective building permit then click the 'Amend Permit' button.

As per the Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

*** Select Account:**

LO9999999 Test Surveyors ▾

BPN applications and/or amendments CSV file

Upload Files

 Or drop files

Report Prescribed Events

This page enables you to upload a CSV upload with prescribed events information to update a building permit number record on BAMS. You will have the option to select upload and choose a CSV upload from your computer or drag a CSV upload into the upload box from your computer.

[Home](#) [Building permits \(BAMS\) ▾](#)

Building permits (BAMS)

[Manage Applications](#) [Apply via Online Form](#) [Apply or Amend via CSV Upload](#) [Report Prescribed Events](#) [Manage Permits](#) [Transfer of Functions](#) [My Cases](#)

*** Select Account:**

LO9999999 Test Surveyors ▾

Prescribed events CSV file

Upload Files

 Or drop files



Manage Permits

This page will enable you to update building permit records including amendments and reporting prescribed events. The following pages can be found under the Manage Permits page.

- 1. **Active BAMS Permits** – all active building permit records can be seen on this page including the building permit number, the status of the building permit number (e.g. pending building permit issuance), the date of Building Permit Issue, and the Primary Site Full Address. From this page you can amend a building permit record, report prescribed events for a building permit record, and cancel a building permit record if the building permit levy has not yet been paid. This section also allows you to attach any document like an Inspection Report if needed.

Home

Building permits (BAMS) ▾

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS. If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors ▾

Active BAMS Permits

RBS Issued BPN

Completed Permits

Suspended Permits

- 2. **RBS Issued BPN** – shows all active building permits from before 1 Jul 2019, that have been amended or reported prescribed events on BAMS. This is a transition page to enable RBS issued building permit records before 1 Jul 2019 to be managed in BAMS.

Home

Building permits (BAMS) ▾

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS. If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors ▾

Active BAMS Permits

RBS Issued BPN

Completed Permits

Suspended Permits

- 3. **Completed Permits** – all completed building permit records can be viewed here. A building permit record on BAMS will automatically move from the 'Active BAMS Permits' or 'RBS Issued BPN' tab to the 'Completed Permits' when it's completed.



Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors ▾

Active BAMS Permits RBS Issued BPN **Completed Permits** Suspended Permits

4. **Suspended Permits** – shows all building permit records that have been suspended as a result of a builder associated with the permit becoming 'unregistered' with the BPC.

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors ▾

Active BAMS Permits RBS Issued BPN Completed Permits **Suspended Permits**



The Building Permit Number Application Process

(request a Building permit number under section 18AA)



Information required for a building permit number application

The BPC requires certain information at the time of building permit number application. The application will not validate and progress to payment of levy unless this information is provided. There is further information required to ensure the building permit is up to date at the issuance of building permit (from relevant building surveyor to owner) via the amendment process. This information is optional at the time of building permit number application and is indicated by (optional) in the appendix, Table 1.

Data for BPN is validated by BAMS

The BAMS will validate all fields provided during the application, amendment and prescribed events stages of the building permit. The validation will provide a data check of the information provided against what information is required, for example, the 'Building Permit Application Date' requires a date to in the format of YYYY-MM-DD and will check if that is true, it also requires the Building Permit Application Date to be equal to or later than Date of Appointment of Building Surveyor.

Payment of Levy

Once the application for a BPN is validated, levy payment can be made by either the owner/applicant or agent of the owner/applicant. If the building surveyor acts as the agent and pays for the levy on behalf of the owner/applicant, they will be required to indicate this at the time of application. Similarly, if the owner/applicant will be paying the levy, the application must provide their details including an email address. Levy payment can be made using credit card or BPAY, both payment options will populate the levy payable field so that there are no over- or under-payments of levy.

Building Permit Number is issued to Building Surveyor and Council

Once the BPC have received the levy payment, the BAMS will automatically provide the BPN in the 'Manage Permits' section of BAMS as seen in the screen shot below. In addition, the relevant Municipal Council will be sent the application information including the BPN via a Secure File Transfer Protocol (SFTP). The automatic email Notification will also go out to the property owner if the owner's email address is provided.

Staged Building Permits Application Process

Building surveyors will be required to apply for a unique building permit number for each stage. BAMS requires building surveyors to input their own Project ID/ Name during the building permit number application process for staged permits. This Project ID/Name will group all the unique building permit number for the specific project enabling building surveyors to link the different stages of a project.

An example of this is when a building surveyor applies for a building permit number for stage 1 of a multi-stage project, they would enter in a project ID / Name e.g. 'Skyscraper 34'. The unique building permit



number would then be linked to the project name 'Skyscraper 34'. When the building surveyor applies for stage 2 of the project they would enter 'Skyscraper 34' in the Project ID / Name field so that both stages 1 and 2 will be linked automatically in BAMS enabling all stages under the 'Skyscraper 34' project can be viewed.

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Building permits (BAMS)

[Manage Applications](#) [Apply via Online Form](#) [Apply or Amend via CSV Upload](#) [Report Prescribed Events](#) [Manage Permits](#) [Transfer of Functions](#) [My Cases](#)

* Select Account:
LO9999999 Test Surveyors ▾

Instructions

Surveyor, Owner & Levy

Builder & Practitioner

Site Information

Surveyor, Owner and Levy Details

The fields marked with * denotes fields required for the building permit number application.

Building Surveyor Details

* Reporting Entity
LO9999999

* Building Permit Application Date (dd/mm/yyyy)

* Building Surveyor's Registration Number
Please Select... ▴ ▾

* Building Permit Stage Number

Internal Reference

* Is this the final stage?
Please Select... ▴ ▾

* Date of Appointment (dd/mm/yyyy)

Project ID/Name

Applying for a building permit number (BPN)

The BAMS provides two options to apply for a building permit number. This was designed to cater for all building surveyors and their current methods of levy returns. This can be through the online portal for single applications or through a csv file upload for single or multiple building permit number applications.

Apply or Amend via CSV Upload

BAMS will allow these methods to continue if they can produce the CSV file format required by BAMS for validation. The CSV file used to apply for a building permit number is the same CSV file that will be used to amend a building permit record. A separate CSV file will be required to report prescribed events information.

Steps to apply via CSV upload

1. Check you have all the required information populated in a CSV format according to the BAMS Technical Specification Spreadsheet, found [on the BPC website](#).
2. Select 'Apply or Amend via CSV Upload' as indicated by the blue circle
3. Select the account you wish to report under.
4. Select 'Upload Files' as indicated by the blue circle
5. Select the CSV you want to upload and select 'open'



Home Building permits (BAMS) ▾

Building permits (BAMS)

Manage Applications Apply via Online Form **Apply or Amend via CSV Upload** Report Prescribed Events Manage Permits Transfer of Functions My Cases

Apply or Amend via CSV Upload

You can apply for BPN applications and/or amend building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

You can include both applications and amendments in the same CSV file. The file can also contain applications and amendments from multiple RBSs within the same reporting entity.

To amend a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective building permit then click the 'Amend Permit' button.

As per the Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

Select Account:
LO9999999 Test Surveyors ▾

BPN applications and/or amendments CSV file

 Upload Files Or drop files

6. Select 'Done' once the application has processed.
7. You will receive an email with a link to check on your results of the validation.



Next step is Validation of building permit number application.

8. If you do not receive an email or would like to view the validation results.



Manage Applications

Apply via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | Manage Permits | Transfer of Function

If you are applying for a Building Permit number where the nominated builder is a DB-M or CDB-M please find additional instructions [here](#).

Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button. Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button. Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

Select Account:

CBSU999999 UAT Surveyor

Draft Applications | Pending RBS Payment | Pending Applicant Payment | BPAY Pending Receipt | **Validation - Applications/Amendments** | Validation - Prescribed Events

Validation Results

Staging File Name	Status	Row Count	Processing Complete Count	File Processing Complete	Full Name	Created Date	View
SF-00369038	Invalid	1	1	✓	Test User	29/10/2021	View

BAMS CSV Upload Requirements

Application (CSV upload)

The upload of an application, amendment or reporting of prescribed event must be in a CSV file format. The CSV file must capture the data outlined in table 1 in the Appendix.

Third Party Software Providers

Building surveyors using third party software providers to capture their building permit information can continue to do so. Software Providers regularly adjust their systems to enable building surveyors to capture the required information and generate CSV files that will upload to BAMS for validation. The BPC advise that you check directly with your software provider if you require support with generating csv files.

In-house Software

Building surveyors using in-house software for building permit information can continue to do so if their system captures the required information and generates the required CSV files for application of a building permit number and prescribed events. These are required to be in CSV file format with required fields populated to validate.

CSV Template

The BPC have provided a template that can create a CSV file upload for BAMS. This option is not recommended as the maintenance of the document will fall on the building surveyor.



CSV File Application (bulk & single) 1. 3 rd Party Software 2. In-house Software	Application / Amendment Prescribed Events	 	 BUILDING ACTIVITY MANAGEMENT SYSTEM LIVE 1 JULY 2019
Online Application (single) 3. Online BPN Application	Application / Amendment / Prescribed Events		

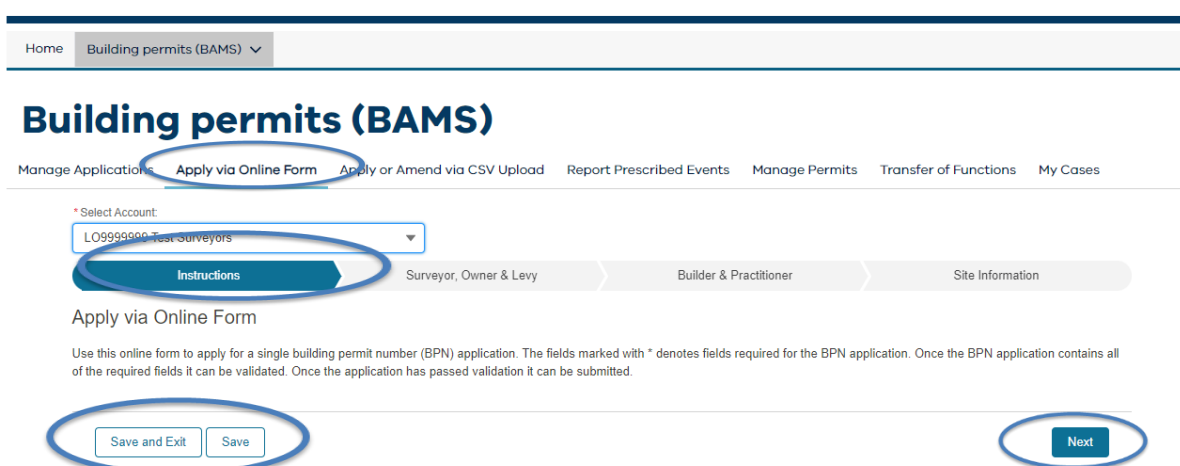
Apply via Online Form

BAMS enables you to apply online for a single application. Building surveyors can choose to use the Online Form to apply for a single building permit number at a time. The top of the online form shows the grouping of information you are required to provide before you can submit your application.

The online form presents different fields that you can enter information, some of these fields can be chosen using a drop-down box selection, entering the details by typing, or selecting a date for example. The fields with the red asterisk are the required fields, these must be populated before you can progress to the next screen.

Steps to apply via online form

1. Check you have all the required information.
2. Select 'Apply via Online Form', you will see the instructions page.
3. Select the account you wish to report under.
4. Select 'Next' as indicated by the blue circle in the screen shot below to start your application.



5. Fill out the online form, you can see where you are up to by looking at the chevrons. The chevrons are groupings of information you are required to provide.
 - a. Green means you have passed that stage.



- b. Blue is the chevron you are currently working on.
- c. Grey are the chevrons you haven't completed yet.

6. Fill out the form with as much information as you have available, you are required to provide information in the fields indicated with red Asterix to progress to the next chevron.

Manage Applications **Apply via Online Form** Apply or Amend via CSV Upload Report Prescribed Events Manage Permits Transfer of Functions My Cases

* Select Account:
LO9999999 Test Surveyors

Instructions **Surveyor, Owner & Levy** Builder & Practitioner Site Information

Surveyor, Owner and Levy Details

The fields marked with * denotes fields required for the building permit number application.

Building Surveyor Details

* Reporting Entity LO9999999	* Building Permit Application Date (dd/mm/yyyy)
* Building Surveyor's Registration Number Please Select...	* Building Permit Stage Number
Internal Reference 	* Is this the final stage? Please Select...
* Date of Appointment (dd/mm/yyyy) 	Project ID/Name

7. If you try and progress to the next stage without filling in the required fields, you will be presented with red boxes around the required fields you have not provided or input the wrong information as seen below in the screen shot.

* Date of Appointment (dd/mm/yyyy)

Please check that all required fields have been completed

Complete this field.

Owner Details

First Name 	* Last Name
* Street Address 	* Town/Suburb
* State 	* Postcode
* Email 	* Telephone
Country 	* Is the Owner also the Builder? Please Select...

Save and Exit Save Previous Next

8. At any point during the application, you select to 'Save' and continue, using the save button or, 'Save and Exit' using the save and exit button to exit the application.



Other Practitioner Details

Registration Number

First Name

Last Name

Email

Telephone

Company Name

Save and Exit

Save

Previous

Next

9. The next step is to submit the application to progress to the levy payment. Further information regarding the validation of applications is provided in the next section – Validation of building permit number application.

Levy Payment Details

* Is RBS Paying Levy on the Applicant's Behalf?

Please Select...

Social Housing Exemption

Please Select...

* General Levy Exemption

Please Select...

* DBDRV Levy Exemption

Please Select...

Total Levy Payable: \$158.16

Save and Exit

Save

Previous

Submit

Reporting a Cost of Work breakdown by BCA Class

A cost breakdown by BCA code is to be included for all multi-class building permit applications, with the following exemption allowed:

Should all the corresponding fields be related to BCA classification 1, 9 or 10 (and not associated with BCA 2-8) then the total Cost of Work of this building permit can be reported in the 'Cost of Works for 1st reported BCA Class' field with the remaining fields recording the amount \$0.

Example:



Levy Details

* Municipality Code 43 - City of Melbourne	* Ownership Sector P - Private
* BCA Classification 1 1a(a) - A detached house	* Estimated Cost of Works For BCA Class 1 500,000
BCA Classification 2 10a - Garage, carport, shed or the like	Estimated Cost of Works For BCA Class 2 0
BCA Classification 3 10b - Fence, mast, antenna, retaining or free-standing wall, swimming pool, or the like	Estimated Cost of Works For BCA Class 3 0
BCA Classification 4 Please Select...	* Estimated Cost of Works For BCA Class 4
BCA Classification 5 Please Select...	* Estimated Cost of Works For BCA Class 5
* Total Estimated Cost of Works 500,000	* Total Estimated Cost of Works - Class 2 to 8 0
* Total Estimated Cost of Works - Class 1, 9 or 10 500,000	* Primary BCA Classification 1a(a) - A detached house
* Estimated Cost of Works for This Permit 500,000	

Should you be reporting building work related to a multiuse building, you will still be required to provide the breakdown between BCA classification 1, 9 or 10 & BCA classification 2-8.

Example:

Levy Details

* Municipality Code 43 - City of Melbourne	* Ownership Sector P - Private
* BCA Classification 1 9a - A health-care building, including one used as a residential care building	* Estimated Cost of Works For BCA Class 1 34,000,000
BCA Classification 2 7a - Carpark	Estimated Cost of Works For BCA Class 2 1,000,000
BCA Classification 3 6a - Cafe, Restaurant etc - 2016	Estimated Cost of Works For BCA Class 3 350,000
BCA Classification 4 Please Select...	* Estimated Cost of Works For BCA Class 4
BCA Classification 5 Please Select...	* Estimated Cost of Works For BCA Class 5
* Total Estimated Cost of Works 35,350,000	* Total Estimated Cost of Works - Class 2 to 8 1,350,000
* Total Estimated Cost of Works - Class 1, 9 or 10 34,000,000	* Primary BCA Classification 9a - A health-care building, including one used as a residential care building
* Estimated Cost of Works for This Permit 35,350,000	

RBS Issued BPN

Building Permits Accepted or Issued under the reporting arrangements that were in place pre 1 Jul 2019, will be required to provide amendments and prescribed events for that building permit via BAMS

Building Surveyors can amend a building permit and report prescribed events from 1 Jul on BAMS-

Steps to amend an RBS issued BPN on BAMS:

1. Go to Manage Permits page, select the relevant account and select 'RBS Issued BPN'.
2. Select 'Add Permit' as seen in the screenshot below:



Home Building permits (BAMS) ▾

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

*Select Account:
LO9999999 Test Surveyors ▾

Active BAMS Permits RBS Issued BPN Completed Permits Suspended Permits

RBS Issued BPN Add Permit

- Fill out all the details of the building permit to find the existing building permit.

Manage Permits

RBS Issued BPN Search

Please complete all of the below details to search for records under the reporting entity: BS U-29378

*Building Permit Number

*Building Surveyor Registration Number

*Date of Building Permit Issue

*Building Permit Stage Number

Next Cancel

- If an error occurs (see below) it means the building permit cannot be found, please check the details and try again. If this error continues contact the BPC by logging a case (see log a case section to find out how).

Manage Permits

RBS Issued BPN Search

Community Portal Case

An unhandled fault has occurred in this flow
An unhandled fault has occurred while processing the flow. Please contact your system administrator for more information.

Cancel

- When the building permit details have been found they will appear in the list under the 'RBS issued BPN' section as seen below.
- To amend the building permit, select 'Amend' for the specific permit.



Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

*Select Account:

LO9999999 Test Surveyors

Active BAMS Permits **RBS Issued BPN** Completed Permits Suspended Permits

RBS Issued BPN

Add Permit

Building Permit Number	search	Date of Building Permit Issue	search
Building Surveyor Registration Number	search	Building Permit Stage Number	search

Search

Clear Search

Building Permit Number	Building Surveyor Reg...	Date of Building Permi...	Building Permit Stage ...	
20190055	BSL999999	29/01/2019	0	Amend Report Event

7. Next, select the amendment type using the drop-down box.

8. You are required upload supporting files for this amendment before selecting 'Next'.

Amend Permit

Please attach details of the Permit Amendment.

Building Permit Number: 20190522

*Amendment Type(s)
Builder
Estimated Cost of Work
Owner
Other

Additional Information

Upload Supporting Files
Upload Files Drop files

Next

Cancel

Steps to reporting prescribed events for RBS Issued BPN:

1. Once you have found the RBS issued BPN record and it has appeared in the list, select 'Report Event'.



Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

*Select Account:

LO9999999 Test Surveyors

Active BAMS Permits **RBS Issued BPN** Completed Permits Suspended Permits

RBS Issued BPN

Add Permit

Building Permit
Number

search

Date of Building
Permit Issue

search

Building Surveyor
Registration Number

search

Building Permit Stage
Number

search

Search

Clear Search

Building Permit Number

Building Surveyor Reg...

Date of Building Permi...

Building Permit Stage ...

20190055

BSL999999

29/01/2019

0

Amend

Report Event

2. Select from the drop-down box the prescribed event you would like to report.

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522

Stage Number: 0

Site Address:

Please choose the Prescribed Event from the list below.

Prescribed Event Code

Issuance of Building Permit

Next

Cancel

3. Based on the event you have selected to report; you will be required to provide other information. In the example below, an inspection requires the date of inspection, the inspector's registration number, the inspection status, and the first and last name of the inspector.



Manual Applications Apply via Online Form Apply or demand via PMS/Linked Report Prescribed Events **Manage Prescribed Events** Transfer of Function

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522
Stage Number: 0
Site Address:

Please complete the fields below:

*Event Date

*Inspection Status
Pass

*Inspector's Registration Number

Notes

Previous Next

Cancel

4. Provide all the required information.

To report prescribed events manually, or to edit an existing prescribed event report, select View Permit, Related, then click the New button

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522
Stage Number: 0
Site Address:

Unfortunately we couldn't find details for 343505454. Please complete the fields below:

*First Name of Registered Person Involved

*Last Name of Registered Person Involved

Previous Next

Cancel

5. Once you have provided all the required information, select 'Finish' and the event will be reported.

Report Event

Prescribed Event Processor - Single

Thank you for reporting event code 11 for Building Permit Number 20190522.

Finish

Cancel



Apply for BPN exempt from a particular form of levy

Certain projects are exempt from the paying either DBDRV, General, Cladding or Building Reform Rectification Levy.

Steps to applying for an exempt BPN via the BAMS Portal:

Follow the same steps outlined above to begin applying via the online form as normal, with the following difference:

1. On the 'Site Information' page of the online form, select 'Yes' under the appropriate exemption field. In the below example the application is exempt due to the works relating to Social Housing. A notice will be shown advising not to make payment, and a case will be created for the BPC to determine eligibility.

Levy Payment Details

2. The case can be viewed by navigating to the 'My Cases' screen on the BAMS Portal.

3. The BPN application will not be shown under the Pending RBS Payment or Pending Applicant Payment screens until eligibility is confirmed by the BPC.

Steps to applying for an exempt BPN via CSV file:



If applying for an exempt BPN via CSV file, standard procedure is to be followed with the following difference:

1. A "Y" will need to be included in the appropriate exemption field(s), which will trigger the creation of a case for the BPC to determine eligibility.

The below example is for an application that is exempt from all levy:

General Levy Exemption	DBDRV Levy Exemption	Social Housing Exemption
Y	Y	Y

2. The case can be viewed by navigating to the 'My Cases' screen on the BAMS Portal:

Home Building permits (BAMS) ▾

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events Manage Permits Transfer of Functions **My Cases**

Cases
Open Portal Cases ▾

12 items • Sorted by Case Record Type • Filtered by All cases - Closed, Case Record Type • Updated a few seconds ago

Search: levy exemption

Case Number ▾	Reporting Entity ▾	Account Name ▾	First Name ▾	Last Name ▾	Case Record Type ▾	Status ▾
1 00163779	LO9999999	Test Surveyors	Ben	C	Levy Exemption	New

3. The BPN application will not be shown under the Pending RBS Payment or Pending Applicant Payment screens until eligibility is confirmed by the BPC.

Draft Applications Pending RBS Payment **Pending Applicant Payment** BPAY Pending Receipt Validation - Applications/Amendments Validation - Prescribed Events

Pending Applicant Payment Pay Selected

Primary Site Full Address ▾	Estimated Cost of Works For This Permit ▾	Type ▾	Total Amount ▾
-----------------------------	---	--------	----------------

Validation of building permit number application

Validation Process

BAMS validates all information provided, for example, the 'builders registration number', which will check the status of the builder's registration whether it is current, suspended or expired. If there are validation errors, they will appear on the final screen and show the specific field that the error has occurred, if there are no errors the screen will show the application is valid and you will be able to submit. These errors can be exported in an error report, if repeated unsuccessful attempts to validate the application, a case can be created via the log a case button. The following validation occurs;

- All fields (whether they are mandatory or optional) are subject to validation in BAMS.
- BAMS will not allow a user to upload information that fails validation (whether the information is mandatory or optional).
- Validation relates to data quality (e.g. data provided in the required format) not the accuracy of information.
- BAMS also does not allow a user to upload information that is incomplete. i.e. No mandatory field may be left blank.



- BAMS will advise the user of incomplete or invalid information within BAMS.
- For multiple applications uploaded via CSV, the file will be validated, and the relevant building surveyor will be notified by email once the process is completed.

Online Form Validation & Errors

If you have used the online form application process, the validation will stop you progressing if you haven't provided the information required.

The screenshot shows the top of the online form application process. A red line highlights the error message: "Please check that all required fields have been completed" with a close button (X). Below this, the "Owner Details" section is visible, showing various input fields for personal information. The fields are arranged in two columns. The left column includes: First Name, Street Address, State, Email, and Country. The right column includes: Last Name, Town/Suburb, Postcode, Telephone, and a dropdown for "Is the Owner also the Builder?". Each field has a red border and a "Complete this field." message below it. At the bottom, there are buttons for "Save and Exit", "Save", "Previous", and "Next".

It will also show you an error message below the field when you have entered incorrect format of information as can be seen below.

The screenshot shows the "Owner Details" section of the online form application process. The fields are filled with example data: First Name (Benjamin), Last Name (Bates), Street Address (29 Mossvale Street), Town/Suburb (Ashgrove), State (QLD), Postcode (4060), Email (benbates@brooke.global), Telephone (yhtt), and Country (Australia). The "Is the Owner also the Builder?" dropdown is set to "No". A red line highlights the error message below the Telephone field: "Please enter a valid phone number. This cannot include special characters other than '+'".

Validation via CSV Upload

If you have used the CSV application process, the validation results will be sent to you via email. The email will provide a link to select which will take you to the validation results on BAMS. If the file is valid, you will be able to submit your applications. If the file is invalid an error report can be exported. You will see the screen below after you have uploaded your CSV file for validation.



Apply or Amend via CSV Upload

Once a b

All applic

be mark

You may

requirem

File Validation In Progress

Thank you, the file is currently being validated. You will be notified by email once the validation process is complete

OK

BPN applications and/or amendments CSV file

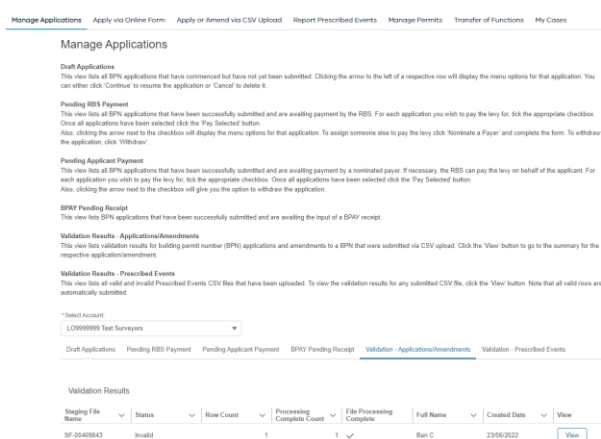
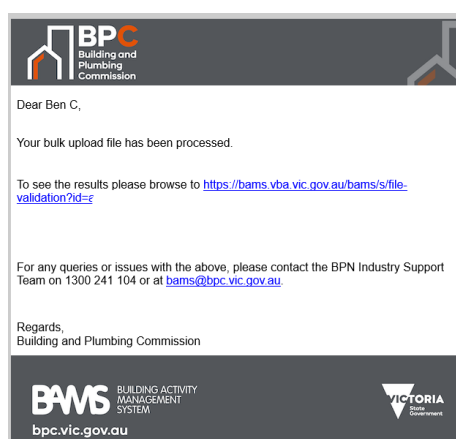
Upload Files Or drop files

Validation Errors via CSV Upload

If the application has been sent through via an CSV upload an error report will be generated that will highlight the row and field that the errors can be found. This is an example of an error for multiple applications. An error report can be exported via csv.

Steps to check CSV Upload Validation Errors

1. You can either click the link to see the validation errors on the email you have received, or you can navigate to 'Manage Applications', and select 'Validation Results – Application/Amendment'.



2. You will see the building permit applications that have errors, to see the errors select 'View'.



Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors

Draft Applications Pending RBS Payment Pending Applicant Payment BPAY Pending Receipt **Validation - Applications/Amendments** Validation - Prescribed Events

Validation Results

Staging File Name	Status	Row Count	Processing Complete Count	File Processing Complete	Full Name	Created Date	View
SF-00469843	Invalid	1	1	✓	Ben C	23/06/2022	View

3. You can choose to 'Export' the errors which will download a TXT file with the errors. If you cannot see the error message, select the arrow 'v' and choose 'Wrap Text'.

File Validation Summary

[Cancel](#) [Export](#) [Log a Case](#)

Status: Invalid

Total Rows: 1

The validation process has found errors. The File Validation Errors can be viewed by either expanding each row in the table below or an error report can be exported. Errors will need to be fixed before submission can be completed. Once the errors have been resolved please validate the data again until the File Validation Summary indication becomes 'Valid', then submit.

If you continue to experience difficulties with erroneous data or submission, you can request for VBA's assistance by clicking the 'Log a Case' button. This will notify the VBA.

Row	Record Type	Building Surveyor Reference Number	Stage	Site Address	Owner Name	Estimated CoW	Error Field	Error Message
1	N	201900051	0	60 Oxford St NEWPORT 3015	JOSEPH NABIL ZAKI ABDEL SHAHI D	\$1,478,950.00		Wrap text Clip text

Building Surveyor Registration Number

The Building Surveyor Registration Number is not valid. Please enter a valid value.



Log a Case for Errors

Relevant building surveyors can log a case (as seen in the screenshot below) if they are having difficulty in fixing the errors and this will notify the BPC. The BPC will then assist to fix the errors or contact the user.

File Validation Summary

Status: Invalid  Total Rows: 1

Cancel Export **Log a Case**

The validation process has found errors. The File Validation Errors can be viewed by either expanding each row in the table below or an error report can be exported. Errors will need to be fixed before submission can be completed. Once the errors have been resolved please validate the data again until the File Validation Summary indication becomes 'Valid', then submit.

If you continue to experience difficulties with erroneous data or submission, you can request for VBA's assistance by clicking the 'Log a Case' button. This will notify the VBA.

Row	Record Type	Building Surveyor Reference Number	Stage	Site Address	Owner Name	Estimated CoW	Error Field	Error Message
1	N	201900051	0	60 Oxford St NEWPORT 3015			Building Surveyor Registration Number	The Building Surveyor Registration Number is not valid. Please enter a valid value.

Once you have selected 'Log a Case' the following screen will appear to log your case.

Log a Case

Case Reason
Getting Unexpected Validation Errors

Description

Next

Cancel

Validation Successful

The screenshot shows if the application passes validation with no errors, a 'Submit' button will appear and the application can be submitted. You can also select the 'Export' button to export your application in a TXT file.

File Validation Summary

Status:  Valid Total Rows: 1

Cancel Export **Submit**

Once submitted a message will appear in the screenshot below. The building permit application(s) that has been submitted successfully will be able to pay the levy for the building permit application(s).



File Validation Summary

Cancel Export Submit

Applications Submitted Successfully

Thank you for your submission.

Levy payments:

- For any new application where the cost of work is more than \$10,000, a levy amount will be due.
- For amendments where the increase in cost of work is \$15,625 or more, a levy amount will be due.
- For any records you have nominated a payer other than yourself an email will be sent to them with a payment link.
- For levies you will be paying, from the home screen choose to 'Pay Levies' and select the levies you wish to pay.

For new applications when payment has been received you will be sent a notification advising the respective BPN has been generated.

OK

Payment of building permit number levy

The relevant building surveyor can allocate levy payment to the applicant, homeowner or payer on behalf of homeowner. During the application process the relevant building surveyor will be able to choose who will be paying the levy payment. These will appear within the manage applications screen.

Entering Levy Payer Details via Online Form

Payer details will be required to be entered during the building permit number application process.

Steps to enter payer details

1. Select from a drop-down box and choose for either
 - a. the RBS to pay levy by selecting 'Yes', or,
 - b. nominate a payer by selecting 'No'

Sustainability

BAL Rating
Please Select...

Energy Efficiency Rating

Rainwater Tank Indicator
Please Select...

Solar Hot Water Indicator
Please Select...

Levy Payment Details

* Is RBS Paying Levy on the Applicant's Behalf?

✓ Please Select...
Yes
No

Cladding Levy Exemption
Please Select...

Total Levy Payable: \$640.00

Save and Exit Save Previous Submit

2. If you select 'No', you are required to enter the details of the nominated levy payer as seen below in the screenshot.



Levy Payment Details

* Is RBS Paying Levy on the Applicant's Behalf?

No

When 'No' is selected, the relevant building surveyor won't be paying levy, therefore the information below will become mandatory.

Nominated Levy Payer Details

* First Name

* Last Name

* Street Address

* Town/Suburb

* State

* Postcode

* Email

* Telephone

* Country

Save and Exit Save Previous Submit

Entering Levy Payer Details via CSV Upload

If you have applied using the CSV upload, payer details will be required to be entered in the CSV upload.

1. If you choose the RBS to pay on behalf of the owner or applicant, you will be required to enter 'Yes' in the field 'Is the relevant building surveyor paying on behalf of the owner'.
2. If you allocate the payment to a nominated payer other than the relevant building surveyor, you will be required to enter 'N' in the field 'Is the relevant building surveyor paying on behalf of the owner'.
 - a) If you select this option, you will be required to enter the nominated payer details

Nominated Payer Paying Levy

If you have selected to nominate a payer to pay the levy you will find the application in the 'Pending Applicant Payment' section of BAMS. Once the application has been validated and submitted an email with an invoice will be sent directly to the nominated payer, see screen shot below.

Dear ,

An application for a Building Permit Number for the following site address has been submitted to the Building and Plumbing Commission:

Site address:

Stage:

Building Surveyor's Registration Number:

Building Surveyor's Business name:

You have been selected as the nominated payer for this application. Please submit the levy payment of \$8,466.00 by clicking the following link, <https://bams.vba.vic.gov.au/bams/s/payment?ref=c446>

What are my payment options?

You can either pay by credit card or BPAY. The payments by credit card are only allowed up to \$100K.

If using BPAY, do not close or exit the payment screens until you have made the BPAY payment, entered the receipt number, and clicked 'Submit' (on the next screen).

Once the payment is made, return to the same 'Process Payment' screen, enter the BPAY Receipt Number and click 'Submit'. This will generate the Building Permit Number immediately. If you are unable to provide the Receipt Number, please allow time for the payment to be processed before the Building Permit Number is generated.

What if the payment link doesn't work?

If the payment link doesn't work, this may be caused by your organisation's internet security regulations. Try accessing the link from a device that is on a separate (stand-alone) internet connection, and also open the link in either Chrome or Firefox (the preferred internet browsers).

Do I have to pay the whole amount at once?

Please note under Building Act 1993 (Vic) s.25BA(1), the whole amount of the building permit levy determined under Building Act 1993 (Vic) s.205I in relation to the proposed building work must be paid before BPC can make the decision to issue the Building Permit Number.

For any queries or issues with the above, please contact the BPN Industry Support Team on 1300 241 104 or at bams@bpc.vic.gov.au.

Regards,
Building and Plumbing Commission

You will be able to see which building permit applications are pending payment from the nominated payer. If the nominated payer has made payment, you will receive an email notifying you and the nominated payer of payment being made. You will find the building permit application in the Manage Permits section of BAMS.

Please note where an application is paid by BPAY, it will remain in the 'Pending RBS Payment' or 'Pending Applicant Payment' until either the BPAY receipt number or reconciliation that includes the relevant payment is completed (one to two business days).



Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors

[Draft Applications](#) [Pending RBS Payment](#) [Pending Applicant Payment](#) [BPAY Pending Receipt](#) [Validation - Applications/Amendments](#) [Validation - Prescribed Events](#)

Pending Applicant Payment

Pay Selected

RBS can choose to pay on behalf of the owner/applicant even if it was nominated to a payer. Selecting a building permit, you wish to pay levy for and selecting pay selected will enable you to pay.

RBS Paying Levy on Behalf of Owner/Applicant

If you have selected the RBS to pay on behalf of the owner or applicant, you will need to navigate to the 'Manage Applications' section and select the 'Pending RBS Payment' section to select 1 or more building permit number levy due as seen in the screenshot below. Multiple or single BPN Applications can be paid using the tick box to the left of the address. Once selected you can pay for the levy payments. Payment can be made via BPAY or credit card.

Steps for RBS to make levy payment

1. Select the multiple or single boxes for the building permit applications you would like to pay.



Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors

Draft Applications

Pending RBS Payment

Pending Applicant Payment

BPAY Pending Receipt

Validation - Applications/Amendments

Validation - Prescribed Events

Pending RBS Payment

Pay Selected

- You then have 2 options of payment for levy detailed in the following page.

Credit Card Levy Payment

- Once you have selected the building permit number application(s) you would like to pay for with credit card, select Credit Card under 'Select Payment Method'
- Enter the credit card details and submit as seen in the screenshot below.

Process Payment

Primary Site Full Address	Estimated Cost of Works For This Permit	Type	Amount
Shop 1B 27 28 29a Suite 10 1191-1197 A Fitzg...	\$40,000.00	Permit Application	\$51.20
17 Lyell Street SOUTH MELBOURNE 3205	\$60,000.00	Permit Application	\$76.80

Subtotal: \$128.00

Select Payment Method

Credit CardBPAY

Cardholder name

Credit card number

Expiry date

CVN

Month

Year

VISA

Cancel

- If payment is successful, the following screen will appear:



Process Payment

Expiry date: 10 / 2019 CVN: 847

Make Payment

Payment Complete

Thank you. Your payment was successful.

OK

BPAY Levy Payment

1. Once you have selected the building permit number application(s) you would like to pay for with BPAY, select BPAY under 'Select Payment Method'.
2. Select 'Generate Reference Number' to create the unique BPAY reference number.

Process Payment

Primary Site Full Address	Estimated Cost of work for this permit	Type	Total Amount
1A 100 Malvern Court Altona 3000	20000.0	Permit Application	\$25.60

Subtotal: \$25.60

Select Payment Method

Credit Card **BPAY**

Payment Due: \$25.60

IMPORTANT
DO NOT exit this screen before entering the BPAY receipt number and clicking "Submit" (on next screen)

For BAMS Portal Users
Click "Generate Reference Number" to obtain the BPAY reference number. Then make the payment immediately or later (at which point you can obtain the receipt number)

For Nominated Payers
Only click "Generate Reference Number" if you are ready to make the payment and provide the receipt number at that time. Do not exit that screen before finalising the payment. If you exit the screen before that point, you will need assistance from your Building Surveyor to either obtain the reference number for making the payment or entering the receipt number to finalise the payment

NOTE
Once the reference number is generated, the payment method cannot be altered via BAMS portal. Please contact BPN Industry Support Team on 1300 241 104 or email bams@vba.vic.gov.au for any queries

Generate Reference Number

Cancel

3. Use the Biller Code and Reference Number provided in your online banking to pay as seen below in the screenshot.



Process Payment

Primary Site Full Address	Estimated Cost of work for this permit	Type	Total Amount
1A 100 Malvern Court Altona 3000	20000.0	Permit Application	\$25.60

Subtotal: \$25.60

Select Payment Method

☐ Credit Card ☒ BPAY

Payment Due: \$25.60



Bill Code: 301754
Ref: 148666573995818048

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au
Any payment must be for the exact amount of this invoice and be made by the due date. Otherwise, any amount paid will not be accepted and will be returned.

Once payment has been made, enter your receipt number below and click Submit to generate your Building Permit Number. If you are unable to provide the receipt number, please allow time for the payment to be processed before your Building Permit Number is generated.

BPAY Receipt Number

- Once you have paid on your online banking portal, copy the receipt number and paste it in the BPAY Receipt Number field as seen below in the screen shot.
- If you don't enter the receipt number in the BPAY receipt number field, the permit records will be listed in the 'BPAY Pending Receipt' tab in the 'Manage Permits' section of BAMS. Here you can enter the receipt number at any point in time.
- The records that have been processed and reconciled will automatically be transitioned into the 'Manage Permits' section with the BPN available.

Draft Applications	Pending RBS Payment	Pending Applicant Payment	BPAY Pending Receipt	Validation - Applications/Amendments	Validation - Prescribed Events
BPAY Pending Receipt					
Search					
ICRN	Created Date	Total Amount			
1786665134824611087	19/07/2019	\$51.20	Submit Receipt		
0286665896514595902	19/07/2019	\$102.40	Submit Receipt		
6486665161313112013	19/07/2019	\$64.00	Submit Receipt		
6486665872441367728	18/07/2019	\$0.00	Submit Receipt		

Levy Payment Receipts

BAMS provides a tax receipt immediately following payment.

Once a payment has been made successfully using credit card or BPAY, the nominated payer or RBS will be shown a payment confirmation message and sent an email with the receipt in an attached PDF file.

Confirmation of payment made successfully

If payment is successfully made by the nominated payer, the following screen will appear:



The screenshot shows a 'Process Payment' dialog box with a green checkmark icon and the message: 'Thank you. Your payment was successful. A receipt has been emailed to [redacted]'. The dialog box also displays a table with payment details:

Primary Site Full Address	Estimated Cost of work for this permit	Type	Total Amount
[redacted]	1000000.0	Permit Application	\$1,280.00
			Subtotal: \$1280.00

A 'Cancel' button is located at the bottom right of the dialog box.

If payment is successfully made by the RBS via the BAMS portal, the following screen will appear:

The screenshot shows the 'Process Payment' form with a 'Payment Complete' dialog box overlaid. The dialog box contains the message: 'Thank you. Your payment was successful.' and an 'OK' button. The background form shows fields for Cardholder name, Credit card number (VISA), and Expiry date. A 'Make Payment' button is visible at the bottom left of the form.

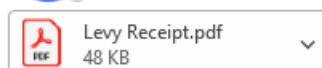


Email to nominated payer or RBS following payment

The following email will be sent to the nominated payer or RBS with PDF attachment.



No Reply <bams-noreply@bpc.vic.gov.au>
To



Dear

Please find attached your receipt for the payment of a building permit levy to the Building and Plumbing Commission (BPC)

Payment Receipt Number:

Customer Reference Number:

Amount Paid:

Building Permit Number:

Project ID/Name:

Stage Number:

Site Address:

For more information, please refer to the [BPC Website](#). For information about how the BPC collects and uses personal information, please refer to our [Privacy Data Collection Notice](#). Please contact BPC staff at bams@bpc.vic.gov.au or call **1300 241 104** for any queries.

Regards,

Building and Plumbing Commission





Sample of the tax receipt that will be sent as a PDF attachment



ABN: 78 790 711 883
Level 19, 242 Exhibition Street, Melbourne VIC 3000
GPO Box 536 Melbourne 3001

TAX RECEIPT

Building Permit Levy

To:

Receipt Number:

Receipt Date:

Customer Reference Number:

Payment Type:

Payment Method:

Building Permit Number (BPN):

Project Id/Name:

Stage Number:

Site Address:

Building Surveyor's Registration Number:

Building Surveyor's Business Name:

Cost of Work (CoW)	Levy Rates	Levy Amounts
\$1,600,000.00	DBORV Rate: 0.00064 General Rate: 0.00064 Building Reform Levy Rate: 0.00370	Levy Rate x CoW: \$320.00 Levy Rate x CoW: \$320.00 Levy Rate x CoW BCA Class 2to8: \$5,920.00 Total Levy Amount: \$6,560.00

Total Building Permit Levy Paid(GST exempt*) : \$6,560.00

*Building Permit Levy is exempt from GST under 'Division 81 of A New Tax System (Goods and Services Tax) Act 1999 (Cth).'

** CoW refers to the cost of building works (including the cost of materials, labour, and GST).

This receipt may be considered a tax invoice for tax purposes.

If you have any queries, please contact the BPN Industry Support Team on 1300 241 104 or email BAMS@bpc.vic.gov.au



Accessing Payment Receipts at any time

Users with login details to BAMS can access payment receipts at any point in time for building permit records. Steps to find the payment receipts are below:

1. Log in to BAMS and navigate to 'Manage Permits'.
2. Select 'View' for the building permit record you would like to view the payment receipt.
3. Select the down arrow and select 'View Receipt'.

Manage Applications | Apply Via Online Form | Apply or Amend via CSV Upload | Report Prescribed Events | Manage Permits | Transfer of Function

Permit 9058831511557

Report Event | Amend Permit | **View Receipt**

Account: Jason Test Surveyor | Project ID/Name:

Details | Related

▼ Permit Details

Permit Name	Status
P-00000091	Pending Permit Issue
Building Permit Number	Building Surveyor Internal Reference
9058831511557	Ironhub Project
Building Permit Application Date	Final Stage Indicator
15/02/2015	Yes

4. The payment receipt will appear as per below. You can print or download the PDF receipt.

View Receipt

BPC
Building and Plumbing Commission
ABN: 78 790 711 883
Level 19, 242 Exhibition Street, Melbourne VIC 3000
GPO Box 536 Melbourne 3001

TAX RECEIPT

Building Permit Levy

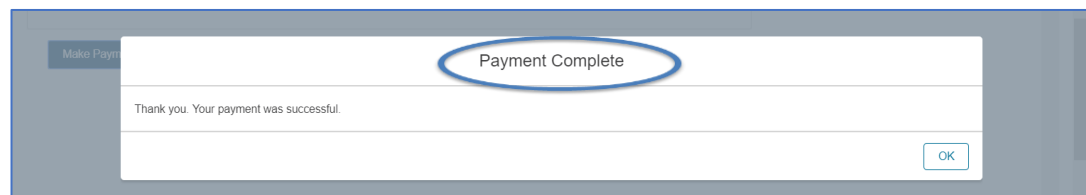
Receipt Number:	
Receipt Date:	
Customer Reference Number:	
Payment Type:	
Payment Method:	
Building Permit Number (BPN):	
Project Id/Name:	
Stage Number:	
Site Address:	
Building Surveyor's Registration Number:	
Building Surveyor's Business Name:	

Next



Receiving the Building Permit Number

Once payment is complete the building permit number will appear in the manage permits section of BAMS.



Once payment is received by the BPC, the building permit number will appear in the manage permits section of BAMS.

- For credit card payments, once the payment is complete, the building permit number will be issued immediately.
- For BPAY payments, if the BPAY payment receipt number is provided as per above, the building permit number will be issued immediately. If the receipt number is not provided, the building permit number will be issued within normal banking timeframes.

Notification of Building Permit Number

The building permit number notification occurs at the stage of payment receipt. There will be a few stakeholders who receive this information;

1. The RBS can access the BPN and the information associated with it on the BAMS Portal in the 'Manage Permits' section. The RBS will also be sent an email at the end of each day with all the building permit numbers issued on that day.
2. The relevant municipal council where the property address is located will be sent the BPN and the information provided in the application for BPN via a secure file transfer protocol.
3. The BPN will be sent to the owner or applicant of the building permit via email, this email will include information about the owner or applicants new responsibilities such as advising the BPC of final cost of works in addition to stating the BPN is not a building permit and cannot be used to commence works.



Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits Suspended Permits

Active BAMS Permits

Export All

Building
Permit
Number

search

Primary Site
Full Address

search

Project
ID/Name

search

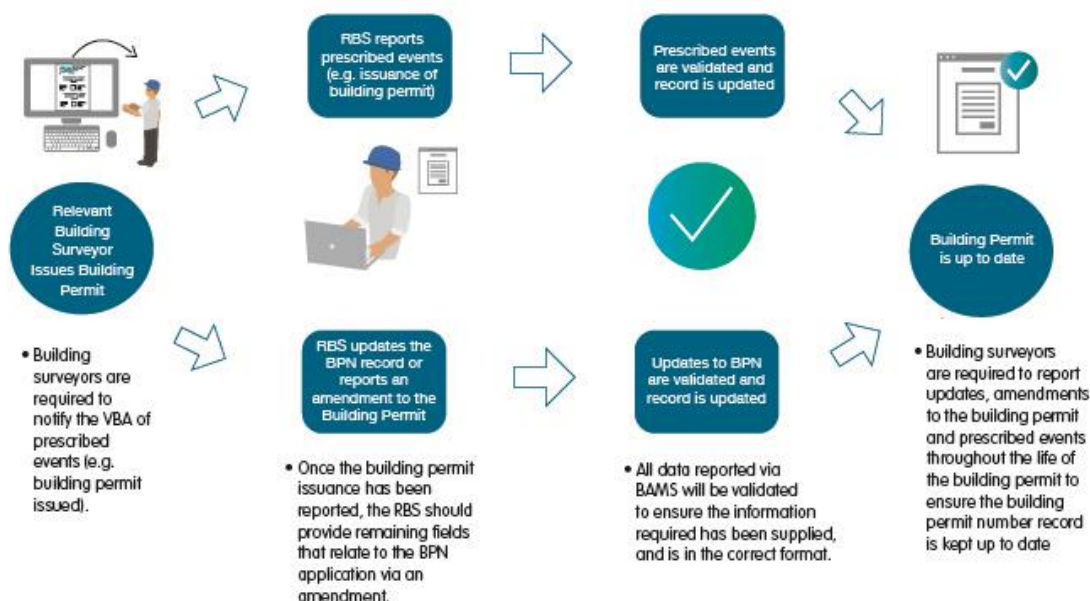
Search

Clear Search

Building Per...	Created Date	Project ID/N...	Building Per...	Status	Date of Buil...	Primary Site ...	View
██████████	28/06/2022		0	Building Permit Is...	28/06/2022	1 Bourke St Melb...	View



Amending a building permit record



This page enables you to use the online form to update building permit records (including amendments) and reporting prescribed events. The following pages can be found under the Manage Permits page.

1. **Active BAMS Permits** – all active building permit records can be seen on this page including the building permit number, the status of the building permit (e.g. pending building permit issuance), the date of Building Permit Issue, and the Primary Site Full Address. From this page you can amend a building permit record, report prescribed events for a building permit record, attach a file/document and cancel a building permit record.
2. **RBS Issued BPN** – shows all active building permits from before 1 Jul 2019, that have been amended or reported prescribed events on BAMS.
3. **Completed Permits** – all completed building permit records can be viewed here. A building permit record on BAMS will automatically move from the 'Active BAMS Permits' or 'RBS Issued BPN' tab to the 'Completed Permits' when it's completed.

Amendment (CSV file)

- The upload of an application for building permit number(s), amendment or reporting of prescribed events must be in a CSV file format.
- The upload of amendments to building permit record(s) is required to be in the same format as the 'application for building permit number' with the updated or added data fields.

A building permit record will need to be updated with the details outlined in the Appendix table 2. This information is required by the 7th of the following month after building permit number issuance.

Amend via CSV Upload

This page enables you to upload a CSV file to update building permit record(s) (including amendments) on BAMS. You will have the option to select upload and choose a CSV file from your computer or drag a CSV file into the upload box from your computer.



Building permits (BAMS)

Manage Applications Apply via Online Form **Apply or Amend via CSV Upload** Report Prescribed Events Manage Permits Transfer of Functions My Cases

Apply or Amend via CSV Upload

You can apply for BPN applications and/or amend building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

You can include both applications and amendments in the same CSV file. The file can also contain applications and amendments from multiple RBSs within the same reporting entity.

To amend a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective building permit then click the 'Amend Permit' button.

As per the Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

* Select Account:

LO9999999 Test Surveyors ▾

BPN applications and/or amendments CSV file

Upload Files Or drop files

The results can be found in the 'Validation – Applications/Amendments tab. Selecting 'View' will provide access to submit the records or view invalid fields for fixing.

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events Manage Permits Transfer of Functions My Cases

Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button. Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button. Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors ▾

Draft Applications Pending RBS Payment Pending Applicant Payment BPAY Pending Receipt **Validation - Applications/Amendments** Validation - Prescribed Events

Validation Results

Staging File Name	Status	Row Count	Processing Complete Count	File Processing Complete	Full Name	Created Date	View
SF-00469843	Invalid	1	1	✓	Ben C	23/06/2022	View



Amend via Online Form

If you applied for a building permit number using the online form, you can use the online form to amend a building permit record.

1. Select 'Manage Permits'.
2. Select the relevant account.
3. Select 'Active BAMS Permits'.
4. Select 'View' on the building permit record you are amending.

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

Select Account:
LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits Suspended Permits

Active BAMS Permits Export All

Building Permit Number Primary Site Full Address

Project ID/Name

Search Clear Search

Building Per...	Created Date	Project ID/N...	Building Per...	Status	Date of Buil...	Primary Site ...	View
██████████	28/06/2022		0	Building Permit Is...	28/06/2022	1 Bourke St Melb...	View

5. Select 'Amend Permit' to amend the information on the building permit record.



 Permit
9058831511557

[Report Event](#) [Amend Permit](#) [View Receipt](#) [▼](#)

Account
[Jason Test Surveyor](#)

Project ID/Name

[Details](#) [Related](#)

▼ Permit Details

Permit Name	Status
P-00000091	Pending Permit Issue
Building Permit Number	Building Surveyor Internal Reference
9058831511557	Ironhub Project
Building Permit Application Date	Final Stage Indicator
15/02/2015	Yes

6. By selecting the amend permit button, this will take you back to the online portal and allow you to fill in information or edit information on the building permit.

*Select Account:
CBSU999999 UAT Surveyor ▼

[Instructions](#) [Surveyor, Owner & Levy](#) [Builder & Practitioner](#) [Site Information](#)

Building Permit Amendment

Use this online form to amend a single building permit. Once the amendment has passed validation it can be submitted.

The amendment process can be used to complete the following types of changes:

- Provide the required building permit data after the issuance of a building permit (data not previously provided during the building permit number application process). This is required by the 7th of the month following the issuance of a building permit.
- Change/Update data previously provided, including changes as a result of issuance of an amended building permit.

[Save and Exit](#) [Save](#) [Next](#)

Reporting prescribed events (reg 47)

Please refer to the 'Reporting Prescribed Events' fact sheet under the 'Fact Sheets' section of the [BAMS website](#) for the details needed to report Prescribed Events in BAMS.

Report Prescribed Events via CSV Upload

This web page enables you to upload a CSV file with prescribed events information relating to one or more building permit number records on BAMS. You will have the option to choose a CSV file from your computer or drag a CSV file into the upload box from your computer.

Steps to report prescribed events via CSV upload

1. Select 'Report Prescribed Events'.
2. Select the relevant account.
3. Select 'Upload Files'.
4. Select the CSV you wish to upload from your computer or drag a CSV file into the upload box.



Report Prescribed Events

You can report prescribed events for building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

Some examples of these events are Issuance of the Building Permits, Mandatory Notifications and Performance Solutions. The CSV file can contain multiple events for multiple permits from multiple RBSs within the reporting entity.

To report prescribed events for a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective permit then click the 'Report Event' button.

As per Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

Select Account:
CBSU999999 UAT Surveyor

Prescribed events CSV file

Upload Files Or drop files

5. After uploading a CSV file, BAMS will display an 'Upload Files' message that shows progress of that upload. Once the progress upload completes, click 'Done'.
6. A 'File Validation In Progress' message will appear to confirm that the uploaded data has been placed in the queue. Click 'OK'.

Upload Files

PE Upload.csv
983 B

1 of 1 file uploaded

Done

As per Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

File Upload Successful

BAMS BUILDING ACTIVITY MANAGEMENT SYSTEM

Manage Applications Apply via Online Form Apply or Amend via CSV Upload **Report Prescribed Events** Manage Permits Transfer of Function

File Validation In Progress

Your file has been placed in a queue for uploading and will take some time to process, subject to the length of the queue. If there are any errors in the file you will receive an email. If you require any assistance please contact the BPN Industry Support Team on 1300 241 104 or email BAMS@vba.vic.gov.au.

OK

As per Regulation 47, once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

Your CSV file can contain multiple events for multiple building permit records. The BAMS will perform validation on these events to check if the information has been reported in the correct format. For example, dates are required to be reported in the CSV as 'YYYY-MM-DD'.

An error will be shown if your CSV file has exceeded the maximum allowable number of rows, which is 1,500 prescribed events.

This file cannot be uploaded as it exceeds the maximum allowable number of rows. Please split the file into segments of up to 1,500 rows each, and upload those segments individually. If your file is produced by a software provider, please consult them about making this change.

BWD

Building & Works Division

Chrysa Kipika

Manage Applications

Apply via Online Form

Apply or Amend via CSV Upload

Report Prescribed Events

Manage Permits

Transfer of Function

Report Prescribed Events

You can report prescribed events for building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

Some examples of these events are Issuance of the Building Permits, Mandatory Notifications and Performance Solutions. The CSV file can contain multiple events for multiple permits from multiple RBSs within the reporting entity.

To report prescribed events for a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective permit then click the 'Report Event' button.

As per Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

Prescribed events CSV file

Upload Files

Or drop files

If many users are uploading data at the same time, then BAMS will display a message indicating that your file upload may take a longer time than usual.

[illegible]

- You will receive an email with a link to view the validation results if one or more invalid rows have been identified in the CSV file. If all rows in the file are valid, then you will not receive an email.



8. Alternatively, you can view the validation results of the CSV file upload under the 'Manage Applications' and 'Validation Results - Prescribed Events'. Upon clicking the 'View' button of a CSV file uploaded, a Progress Bar, File Progress information, valid row count and invalid row count are shown. Please note that the validation results screen will only display validation errors related to the invalid records, if any.

The 'Full Name' column also appears on both the 'Validation – Applications/Amendments' and 'Validation – Prescribed Events' tabs. This column shows the name of the person who uploaded the CSV file.

All valid rows in the CSV file will be submitted automatically once processing has completed.

If you uploaded a CSV file for prescribed events that have been previously submitted, BAMS will delete such duplicate records the following day.



Manage Applications

Draft Applications

This view lists all BPN applications that have commenced but have not yet been submitted. Clicking the arrow to the left of a respective row will display the menu options for that application. You can either click 'Continue' to resume the application or 'Cancel' to delete it.

Pending RBS Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by the RBS. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will display the menu options for that application. To assign someone else to pay the levy click 'Nominate a Payer' and complete the form. To withdraw the application, click 'Withdraw'.

Pending Applicant Payment

This view lists all BPN applications that have been successfully submitted and are awaiting payment by a nominated payer. If necessary, the RBS can pay the levy on behalf of the applicant. For each application you wish to pay the levy for, tick the appropriate checkbox. Once all applications have been selected click the 'Pay Selected' button.

Also, clicking the arrow next to the checkbox will give you the option to withdraw the application.

BPAY Pending Receipt

This view lists BPN applications that have been successfully submitted and are awaiting the input of a BPAY receipt.

Validation Results - Applications/Amendments

This view lists validation results for building permit number (BPN) applications and amendments to a BPN that were submitted via CSV upload. Click the 'View' button to go to the summary for the respective application/amendment.

Validation Results - Prescribed Events

This view lists all valid and invalid Prescribed Events CSV files that have been uploaded. To view the validation results for any submitted CSV file, click the 'View' button. Note that all valid rows are automatically submitted.

* Select Account:

LO9999999 Test Surveyors

Draft Applications Pending RBS Payment Pending Applicant Payment BPAY Pending Receipt Validation - Applications/Amendments Validation - Prescribed Events

Prescribed Event Staging Event Name Row Count Full Name Created Date View

File Validation Summary

Export

Log a Case

File Progress : 532/1000

Valid Row Count : 0

Invalid Row Count : 532

The validation process has found errors that are displayed below. The File Validation Errors can be viewed by either expanding each row in the table below or an error report can be exported. Once the errors have been resolved please re-upload the file. Note that all valid rows will be automatically submitted.

If you continue to experience difficulties with erroneous data or submission, you can request the VBA's assistance by clicking the 'Log a Case' button. This will notify the VBA.

Row	Permit Number	Prescribed Event Code	Event Date	Error Field	Error Message
1	6820068827658	10	11/08/2019	Date_of_Building_Permit_Issue__c	Invalid date format. Correct format is 'YYYY-MM-DD inclusive of leading single quote
				Event_Date__c	Invalid date format. Correct format is 'YYYY-MM-DD inclusive of leading single quote
2	6820068827658	11	11/08/2019	Date_of_Building_Permit_Issue__c	Invalid date format. Correct format is 'YYYY-MM-DD inclusive of leading single quote
				Event_Date__c	Invalid date format. Correct format is 'YYYY-MM-DD inclusive of leading single quote
3	6820068827658	30	11/08/2019		

Reporting Prescribed Events via Online Portal

If you applied for a building permit number using the online form, you can use the online form to amend a building permit record.

Steps to Report Prescribed Events using Online Form

1. Select 'Manage Permits'.
2. Select the relevant account.
3. Select 'Active BAMS Permits'.



4. Select 'View' on the building permit record you are reporting the prescribed event(s).

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:
LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits Suspended Permits

Active BAMS Permits Export All

Building Permit Number Primary Site Full Address

Project ID/Name

Search Clear Search

Building Per...	Created Date	Project ID/N...	Building Per...	Status	Date of Buil...	Primary Site ...	View
██████████	28/06/2022		0	Building Permit Is...	28/06/2022	1 Bourke St Melb...	View

5. To report an event, select 'Report Event' button.

Permit 9058831511557 **Report Event** Amend Permit View Receipt

Account Jason Test Surveyor Project ID/Name

Details Related

▼ Permit Details

Permit Name P-00000091	Status Pending Permit Issue
Building Permit Number 9058831511557	Building Surveyor Internal Reference Ironhub Project
Building Permit Application Date 15/02/2015	Final Stage Indicator Yes

6. Select the event you would like to report from the drop-down list.

7. You can report 1 event at a time using the online portal.



By selecting the down arrow, it will show the list of events you can report.

Manage Your Account

Manage your Profile

At the top right-hand side of the page, you will see your name and an image of a person. When you select this, you will be provided a drop-down selection of options you can choose to manage your BAMS profile including; Home, My Profile, Logout.

1. Home – selecting this will return you to the 'BPC Portal' homepage
2. My Profile – select this will enable you to edit your personal and login information:



Your Profile.

Please ensure the following details are kept up to date. When you make changes, the changes will apply to all existing registrations, the public practitioner register, and any current applications.
Building practitioners are obligated under the *Building Act 1993* to advise the VBA within 14 days of any changes to their contact details.

Publicly available details

If you are a registered practitioner, these details are available to members of the public by searching the practitioner register.

Full name	Ben C	
Business phone		Edit
Business address		Edit

Private details

These details are for use by the VBA only.

Date of birth		
Residential Address		Edit
Mailing address		Edit

Security details

These details are held by Service Victoria and shared with the VBA. To edit these details you will be redirected to the Service Victoria website. By editing these details, you will be changing your security details for both the VBA and Service Victoria. After the change is completed, you'll need to re-login to your VBA account.

..... [View](#)

3. My Cases – create, monitor, respond and manage your cases.

Cases

Open Portal Cases ▾

27 items • Sorted by Case Number • Filtered by all cases - Closed, Case Record Type • Updated a few seconds ago

	Case Number ▾	First Name ▾	Last Name ▾	Case Record Type ▾	Status ▾
1	00001118	Jason	Test Surveyor	Request for Information - External	Response Received
2	00001117	Jason	Test Surveyor	Request for Information - External	Pending Response
3	00001111	Ben	Test	BAMS General Enquiries	New
4	00001089	Jason	Test Surveyor	BAMS General Enquiries	New
5	00001088	Jason	Test Surveyor	BAMS General Enquiries	New
6	00001087	Jason	Test Surveyor	BAMS General Enquiries	New
7	00001086	Jason	Test Surveyor	BAMS General Enquiries	New
8	00001085	Jason	Test Surveyor	BAMS General Enquiries	New

4. Logout - selecting this will log you out of BAMS.



Transfer of Function

This section is designed to transfer building permits from one building surveyor to another. You can transfer one building permit at a time using this functionality and you are required to complete the required fields to request the transfer.

Steps to transfer the building surveyor function

1. Go to <https://www.bpc.vic.gov.au/surveyors/registration-and-renewals/transfer-of-functions> and follow the instructions.
2. Select 'Transfer of Function'.
3. Select the 'Transfer of Function' button.

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events Manage Permits **Transfer of Functions** My Cases

Transfer of Functions

To report a Transfer of Functions, first go to the [Transfer of function webpage](#), select either 'Single-Site Transfers' or 'Bulk Transfers / Multiple-Site Transfers' and follow the instructions.

Once the above steps are taken and you have gathered all supporting documents click the 'Transfer of Function' button below and complete the form.

Note: The maximum allowed file size is 4MB per file. Also, if uploading multiple files, they should all be uploaded simultaneously.

Transfer of Function

4. Fill out all the details in the below online form and attach the necessary documents by selecting all the necessary documents in the one upload. Then selecting 'Next'.

5. Once all the information has been populated and you have selected 'Next' a case will be created and assigned to a BPC staff member. The BPC staff member will complete the transfer of function and you can see how that is progressing in the 'My Profile' section of BAMS.



Transfer of Function

Community Portal Case

Thank you for submitting your transfer of functions. When your request has been processed VBA will send a confirmation message to your nominated email address.

Case 00001191 has been raised for your reference.

Finish

Cancel

Exporting Information from BAMS

The BAMS has an export functionality that enables building surveyors and administration staff to download the information on BAMS in a TXT format. This can be used to populate other software (if compatible). There is different information that can be exported on various pages of BAMS, below shows you the different pages you can export information from BAMS.

Export Manage Permits Table

This button allows you to export all active BAMS building permits including the BPN, Project ID/Name, Status, Date of Building Permit Issuance and Site Address.

Home Building permits (BAMS) Registration and licensing

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account

LO9999999 Test Surveyors

Active BAMS Permits

RBS Issued BPN

Completed Permits

Suspended Permits

Active BAMS Permits

Export All

Page 58 of 82

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BPC
Building and
Plumbing
Commission



Export Building Permit Application Errors Table

This button allows you to export the errors for a building permit application including the record type (n or a), building surveyor reference number, stage, site address, owner name, COW, error field, and error message.

[Home](#) | [Building permits \(BAMS\)](#) | [Registration and licensing](#)

Building permits (BAMS)

[Manage Applications](#) | [Apply via Online Form](#) | [Apply or Amend via CSV Upload](#) | [Report Prescribed Events](#) | [Manage Permits](#) | [Transfer of Functions](#) | [My Cases](#)

File Validation Summary

Status: Invalid

Total Rows: 1

[Cancel](#) | [Export](#) | [Log a Case](#)

The validation process has found errors. The File Validation Errors can be viewed by either expanding each row in the table below or an error report can be exported. Errors will need to be fixed before submission can be completed. Once the errors have been resolved please validate the data again until the File Validation Summary indication becomes 'Valid', then submit.

If you continue to experience difficulties with erroneous data or submission, you can request for VBA's assistance by clicking the 'Log a Case' button. This will notify the VBA.

Row	Record Type	Surveyor Reference Number	Stage	Site Address	Owner Name	Estimated CoW	Error Field	Error Message
> 1	N		0	17 Nantes St Newtown 3220	Test Fitzgerald	\$900,000.00		

Export Building Permit Application Valid table

This button allows you to export the application for a building permit number when it has passed validation.

[Home](#) | [Building permits \(BAMS\)](#) | [Registration and licensing](#)

Building permits (BAMS)

[Manage Applications](#) | [Apply via Online Form](#) | [Apply or Amend via CSV Upload](#) | [Report Prescribed Events](#) | [Manage Permits](#) | [Transfer of Functions](#) | [My Cases](#)

File Validation Summary

Status: Valid

Total Rows: 1

[Cancel](#) | [Export](#) | [Submit](#)

The validation process has completed successfully. Please click the 'Submit' button to submit. Once submitted, you will be returned to the Manage Applications page.



Suspended Building Permits

The currency of practitioners' registration is validated for building permits in BAMS against the BPC licence and registration system. This validation occurs continuously from an application to the closing of a building permit.

If a Responsible Builders Registration Number becomes 'Not Current'

A builder's registration number is a required field at the time of application for BPN, this number will be continuously checked over the life of the building permit. At any point, if the responsible builder's registration number returns a not current status, all building permit applications, building permits, and any pending payments will be suspended until a current builder is nominated. If the responsible builder whose registration returned a 'Not Current' status becomes 'Current' in the BPC Licence and Registration system, all building permits will become valid immediately.

If a builder's registration is not current the RBS for those building permits will be notified that the building permit has been suspended via email (see screenshot below).



Dear

Building Act 1993 (Vic) s.25AE(1)(a) states that a building permit becomes suspended when the builder named in the building permit has their registration suspended or cancelled. A cancelled registration will include where a practitioner's registration has expired or is surrendered.

According to the records of the Building and Plumbing Commission (BPC) the registration of a building practitioner named on a building permit issued by you has recently become suspended or cancelled.

Practitioner Details:

Suspended/Cancelled Building Practitioner Name: .

Suspended/Cancelled Building Practitioner Accreditation Number: .

The building permit(s) listed in the link below have been suspended due to the registration of the builder named in the building permit being suspended or cancelled.
<https://victorianbuildingauthority.my.site.com/bams/s/manage-permits?tabset-95268=61b4a>

Please note, the penalties for carrying out building work without a building permit in force are serious, as set out by Building Act 1993 (Vic) s.16B, a builder may be imprisoned for a maximum of 5 years and be subject to large fines.

To ensure compliance with the Act, work relating to all the attached building permit numbers should cease from the start date of the builder's suspension or cancellation. You should take appropriate action where work continues to be carried out in circumstances where the builder does not hold a current registration. Failure to comply with the Act may result in:

- The issue of directions to require you to issue orders to the builder to cease all work under the Act.
- An investigation by the BPC to determine if your actions amount to professional misconduct.

The building permit(s) will no longer be suspended upon a builder with a current registration being named on the building permit. This may occur where a new builder is engaged or where the suspension or cancellation of the builder's registration is revoked. According to Building Act 1993 (Vic) s.25AD(1) and Building Regulation 2018 (Vic) reg 47A(1)(b), you must notify the BPC of the new builder details by amending the permit, if you haven't provided one already.

If you have submitted an amendment that provides the new builder details or if the registration of the builder is no longer suspended prior to the date of this letter, please disregard this notice.

For any queries or issues with the above, please contact the BPN Industry Support Team on 1300 241 104 or at bams@bpc.vic.gov.au.



Visibility of Suspended Permits

All building permit records that have been suspended due to the builder associated with that building permit can be found in the 'Manage Permits' section under 'Suspended Permits'.

Home Building permits (BAMS) Registration and licensing

Building permits (BAMS)

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

*Select Account:
LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits **Suspended Permits**

Suspended Permits [Export All](#)

Data required to locate historical building permits

Amendments and prescribed events for building permits issued under the reporting arrangements in place pre 1 Jul 2019 and that were lodged with the BPC under the monthly levy return process, must be submitted via BAMS.

Building Surveyors are required to supply the following fields (either via the online BAMS portal or in the relevant CSV file).

1. Building permit number (Pre 1 Jul BPN)
2. Building Surveyor Registration Number
3. Date of Building Permit Issue
4. Building Permit Stage Number

These four fields will be used to locate the permit that you have previously reported to the BPC.

Important Note: For users with multiple BAMS accounts; users are required to be logged into BAMS with the relevant account to find historical building permits associated with the building surveyor registration number.

For example: If a building surveyor issued a building permit using their private building registration number under their own private company, they need to log in with those account details to find that specific historical permit. If the same building surveyor works for a lodging organisation and issued a building permit under that lodging organisation, they will need to login using the lodging organisation account details to find that specific building permit.

Field	Notes
Building Permit Number	Supply the exact data that you reported to the BPC as part of the monthly levy return process. For example, some building surveyors may have reported the Permit Number field in the PLSPER file as "20180001". To locate this permit in BAMS, the RBS



must enter this exact value in the Building Permit Number field, e.g. "20180001".

In another example, a building surveyor may have reported the Permit Number in the PLSPER file as "BSU1234520180001/1", i.e. including the RBS Registration Number and Stage Number in the field. Again, to locate this permit in BAMS, the RBS must enter this exact value in the Building Permit Number field, e.g. "BSU1234520180001/1".

Building Surveyor Registration Number	This can be entered with or without spaces and dashes, i.e. as either "BS-U 12345", "BS-U12345", "BSU 1234" or "BSU12345".
Date of Building Permit Issue	This must be the date of issue of the original permit, regardless of whether the permit has been re-issued on any subsequent date. This practice is referenced on Page 58 of the Levy Reference Guide (July 2018).
Building Permit Stage Number	Supply the exact data that you reported to the BPC as part of the monthly levy return process.

Reporting Amendments for historical building permits

There are two (2) methods to report amendments for historical permits.

Reporting Amendments via Online Portal

Building Surveyors can amend a building permit and report prescribed events from 1 Jul on BAMS using the online portal functionality.

Steps to amend historical BPN on BAMS:

1. Go to Manage Permits page, select the relevant account and select 'RBS Issued BPN'.
2. Select 'Add Permit' as seen in the screen shot below.

3. Fill out all the details of the building permit to find the existing building permit.



Manage Permits

RBS Issued BPN Search

Please complete all of the below details to search for records under the reporting entity: BS U-29378

*Building Permit Number

*Building Surveyor Registration Number

*Date of Building Permit Issue

*Building Permit Stage Number

Next

Cancel

4. If an error occurs (see below) it means the building permit cannot be found, please check the details and try again. If this error continues contact the BPC by logging a case (see log a case section to find out how).

RBS Issued BPN Search

Community Portal Case

An unhandled fault has occurred in this flow
An unhandled fault has occurred while processing the flow. Please contact your system administrator for more information.

Cancel

5. When the building permit details have been found they will appear in the list under the 'RBS issued BPN' section as seen below.
6. To amend the building permit, select 'Amend' for the specific permit.

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

*Select Account:
LO9999999 Test Surveyors

Active BAMS Permits **RBS Issued BPN** Completed Permits Suspended Permits

RBS Issued BPN

Add Permit

Building Permit Number search Date of Building Permit Issue search

Building Surveyor Registration Number search Building Permit Stage Number search

Search Clear Search

Building Permit Number	Building Surveyor Reg...	Date of Building Permi...	Building Permit Stage ...	
20190055	BSL999999	29/01/2019		Amend Report Event



- Next, select the amendment type using the drop-down box.
- Upload supporting files (e.g. a copy of the amended building permit) for this amendment before selecting 'Next'.

Reporting Amendments via CSV Upload

To report amendments or prescribed events for scenarios 2, 3 or 4 above, you will be required to have the information in the new application/amendment format specified in the [Technical Specifications Spreadsheet](#) and the [Sample Application and Amendment CSV file](#).

Building Surveyors are required to populate the following fields in the CSV file upload and as many of the other fields available. Refer to the notes, above, under the heading “Data required to locate historical permits”.

- Building permit number (Pre 1 Jul BPN)
- Building Surveyor Registration Number
- Date of Building Permit Issue
- Building Permit Stage Number

Important Note: If users are experiencing a large number of errors when reporting amendments for historical permits using a CSV file upload, if possible, they may choose to group these historical permits in one file (and any errors can be raised as a case). Users reporting amendments for building permit applications from 1 Jul 2019 onwards should be grouped in a separate amendments file. The same suggestion applies for prescribed events reporting.

Once this information is in the CSV file upload according to the [Technical Specifications Spreadsheet](#) you can login to BAMS and upload the CSV file.



Building permits (BAMS)

Manage Applications Apply via Online Form **Apply or Amend via CSV Upload** Report Prescribed Events Manage Permits Transfer of Functions My Cases

Apply or Amend via CSV Upload

You can apply for BPN applications and/or amend building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

You can include both applications and amendments in the same CSV file. The file can also contain applications and amendments from multiple RBSs within the same reporting entity.

To amend a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective building permit then click the 'Amend Permit' button.

As per the Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

* Select Account:

LO9999999 Test Surveyors

BPN applications and/or amendments CSV file

Upload Files Or drop files

You will then be able to view the building permit record in the Manage Permits section of the system in the Historical Permits Tab (see screenshot below).

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors

Active BAMS Permits **RBS Issued BPN** Completed Permits Suspended Permits

RBS Issued BPN

Add Permit

Building Permit Number

search

Date of Building Permit Issue

search

Building Surveyor Registration Number

search

Building Permit Stage Number

search

Search

Clear Search

Building Permit Number

Building Surveyor Reg...

Date of Building Permi...

Building Permit Stage ...

20190055

BSL999999

29/01/2019

0

Amend

Report Event

How to report prescribed events for historical building permits

There are 2 methods to report prescribed events for scenarios 2, 3 or 4 historical permits.



Reporting Prescribed Events via Online Portal

Steps to reporting prescribed events for historical BPN:

1. Once you have found the RBS issued BPN record and it has appeared in the list, select 'Report Event'.

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Event **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:
LO9999999 Test Surveyors

Active BAMS Permits **RBS Issued BPN** Completed Permits Suspended Permits

RBS Issued BPN

Add Permit

Building Permit Number: search Date of Building Permit Issue: search

Building Surveyor Registration Number: search Building Permit Stage Number: search

Search **Clear Search**

Building Permit Number	Building Surveyor Reg...	Date of Building Permi...	Building Permit Stage ...	
20190055	BSL999999	29/01/2019	0	Amend Report Event

2. Select from the drop-down box the prescribed event you would like to report.

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522
Stage Number: 0
Site Address:

Please choose the Prescribed Event from the list below.

* Prescribed Event Code
Issuance of Building Permit

Next **Cancel**

3. Based on the event you have selected to report; you will be required to provide other information. In the example below, an inspection requires, the date of inspection, registration number of inspectors, the inspection status, and the first and last name of the inspector.



Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Report Event** Transfer of Function

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522
Stage Number: 0
Site Address:

Please complete the fields below.

* Event Date

* Inspection Status
Pass

* Inspectors Registration Number

Notes

Previous Next

Cancel

4. Provide all the required information.

To report prescribed events manually, go to and an existing prescribed event record, select 'New Permit', 'Rebuild', then click the 'New Event'.

Report Event

Prescribed Event Processor - Single

Building Permit Number: 20190522
Stage Number: 0
Site Address:

Unfortunately we couldn't find details for 343565454. Please complete the fields below.

* First Name of Registered Person Involved

* Last Name of Registered Person Involved

Previous Next

Cancel

5. Once you have provided all the required information, select 'Finish' and the event will be reported.

Report Event

Prescribed Event Processor - Single

Thank you for reporting event code 11 for Building Permit Number 20190522.

Finish

Cancel

Reporting Prescribed Events via CSV upload

To report amendments or prescribed events for scenarios 2, 3 or 4 above, you will be required to have the information in the new prescribed events format specified in the [Technical Specifications Spreadsheet](#) and the [Sample Prescribed Events](#).

Once you have found the historical BPN and it is in the list on the 'Historical Permits' tab (see below), you can use a CSV file upload to report prescribed events against one or many of the historical permits in the list.

You can report all prescribed events in a CSV file upload that will update the building permit record.



Building permits (BAMS)

Manage Applications Apply via Online Form **Apply or Amend via CSV Upload** Report Prescribed Events Manage Permits Transfer of Functions My Cases

Apply or Amend via CSV Upload

You can apply for BPN applications and/or amend building permits by uploading a CSV file on this page. The CSV file must adhere to the requirements detailed in the [BAMS User Guide](#).

You can include both applications and amendments in the same CSV file. The file can also contain applications and amendments from multiple RBSs within the same reporting entity.

To amend a single permit using an online form, go to the Manage Permit page, click the 'View' button for the respective building permit then click the 'Amend Permit' button.

As per the Regulation 47 once a building permit is issued, all applicable building permit data is due to be reported to the VBA by the 7th day of the following month.

*Select Account:

LO9999999 Test Surveyors

BPN applications and/or amendments CSV file

Upload Files Or drop files

Five-day Reporting Requirements (Regulation 47A)

Regulation 47A requires RBSs to report to the BPC within five business days of occurrence.

Terminating Builder Contract

Permits issued before 1 Jul 2019 (RBS Issued Permits) - if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Existing arrangements for notification remain in place through email to BPC using the form available on BPC website.

Permits applied on BAMS (Active BAMS Permits) - if builder named on permit **ceases to be engaged** to carry out the building work to which the permit relates. Use BAMS to 'Terminate the Builder Contract'. **Steps to terminate builder contract on BAMS;**

1. Log in to BAMS and navigate to 'Manage Permits' section on the 'Active BAMS Permits' tab.
2. Select 'View' on the building permit records that require termination of builder contract.
3. Select the down arrow and choose 'Terminate Builder Contract'.

The screenshot shows the BAMS interface for managing permits. At the top, there's a header with 'Permit 9058831511557' and buttons for 'Report Event', 'Amend Permit', 'View Receipt', and a dropdown menu. The dropdown menu is open, showing three options: 'Attach File', 'Terminate Builder Contract' (which is circled in red), and 'Permit Refused'. Below the header, there's a section for 'Account' and 'Project ID/Name'. The 'Account' is 'Jason Test Surveyor'. Below that, there's a 'Details' tab and a 'Related' tab. The 'Details' tab is active, showing 'Permit Details'. The details include: Permit Name (P-00000091), Building Permit Number (9058831511557), Building Permit Application Date (15/02/2015), Status (Pending Permit Issue), Building Surveyor Internal Reference (Ironhub Project), and Final Stage Indicator (Yes).

4. Enter the required details on the online form and select 'Next'.



Terminate Builder Contract

Complete this page if the contract between the owner and builder has been Terminated. Where a new builder has been named, please submit a Permit Amendment.

Building Permit Number: 7126360904022

Builder for Termination: Adam Rouse

* Current Builder Registration Number

* Date builder ceased to be engaged to carry out building work

Upload Supporting Files

Upload Files Or drop files

Next

Changing Builder on BAMS

If builder named on a building permit **changes**, the building surveyor will be required to amend the building permit record via BAMS using the amend building permit process outlined in the above sections. The builder can be amended using either the CSV file upload or the online portal.

Suspended Building Permits

BAMS will automatically suspend a building permit record if the Responsible Builder registration becomes 'Not current' with BPC licence and registration system. The building permit records will automatically reinstate when the registration becomes 'current' in the BPC licence and registration system.

The relevant building surveyor will be notified if this occurs via email and can view the building permit records that have been suspended under the 'Manage Permits' – 'Suspended Permits' section of BAMS, refer the image below.

Manage Applications Apply via Online Form Apply or Amend via CSV Upload Report Prescribed Events **Manage Permits** Transfer of Functions My Cases

Manage Permits

Active BAMS Permits
This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN
This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.
If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits
This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:
LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits **Suspended Permits**

Suspended Permits

Export All

Refusing / Withdraw Permits

Users can report to the BPC via BAMS a withdraw or refusal of building permits and building permit applications at different points in time. The following instructions and screen shots will provide how users can use these functions.



Cancelling a draft building permit application

Users can decide to cancel a draft application by selecting the drop-down arrow and selecting 'cancel'.

Draft Applications

Search

Application Type Site Full Address Building Surveyor Registration Number Building Permit Stage Number Project ID/Name

New Application

Continue

Cancel

You will then be asked to confirm your decisions to cancel and remove the permit.

Cancel Permit Application

Are you sure you'd like to cancel this application?

☐ Yes

☐ No

Next

Refusing or withdrawing a building permit application

Users can choose to report a refusal or withdrawal of a building permit application on BAMS, before levy has been paid. Users can refuse or withdraw the application when the application is in either the 'Pending Applicant Payment' or 'Pending RBS Payment' status.

Refer to the screenshot below to for both refusal and withdrawal of an application at the 'Pending Applicant Payment' stage.

Pending Applicant Payment

Pay Selected

Primary Site Full Address Estimated Cost of Works For This Permit Type Amount

29 Mossvale Street ASHGROVE 4060 \$50,000.00 Ad Hoc \$1,000.00

Withdraw

Permit

Refused

Refer to the screenshot below to for both refusal and withdrawal of an application at the 'Pending RBS Payment' stage.



Draft Applications **Pending RBS Payment** Pending Applicant Payment BPAY Pending Receipt Validation - Applications/Amendments Validation - Prescribed Events

Pending RBS Payment Pay Selected

☐	Primary Site Full Address	Estimated Cost of Works For This Permit	Type	Amount
☐	16 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20
☐	16 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20
☐	16 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20
☐	16 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20
☐	16 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20
☐	14 Bundamba Street Bundamba 4125	\$40,000.00	Permit Application	\$51.20

You will then be asked to confirm the withdraw if you selected withdraw:

Manage Applications Apply Via Online Form Apply or Amend via CSV Upload Report Prescribed Events Manage Permits Transfer of Function

Withdraw Permit Application

By choosing to withdraw your application for Building Permit Number (BPN) any levy payment links will no longer be available and the application cannot be retrieved for re-submission. To re-apply, please submit a new application request.

Are you sure you'd like to withdraw this application?

☐ Yes
☐ No

Next

If the building surveyor decides to refuse the permit you will be asked for a reason and a date:

Refused Permit

By choosing to refuse your application for Building Permit Number (BPN) any levy payment links will no longer be available and the application cannot be retrieved for re-submission. To re-apply, please submit a new application request.

Date of permit refusal

* Reasons for refusal

* Are you sure you'd like to refuse this application?

☐ Yes
☐ No

Next

Cancel

Refusing a building permit record

Building surveyors may report a refusal of a building permit after payment and before issuing the building permit, this will generate a refund case internally at the BPC if the case is deemed refundable.

Users can refuse the building permit record using the following instructions;

1. Select the 'Manage Permits' and select 'view' on the building permit record.



Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous the levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors

Active BAMS Permits

RBS Issued BPN

Completed Permits

Suspended Permits

Active BAMS Permits

Export All

Building
Permit
Number

search

Primary Site
Full Address

search

Project
ID/Name

search

Search

Clear Search

Building Per...	Created Date	Project ID/N...	Building Per...	Status	Date of Buil...	Primary Site ...	View
3402702526250	21/10/2022		0	Pending Permit Is...		1 Bourke St Melb.	View

2. Select the down arrow and select 'Permit Refused'.

 Permit
9058831511557

[Report Event](#) [Amend Permit](#) [View Receipt](#)

Attach File

Terminate Builder Contract

Permit Refused

Account
[Jason Test Surveyor](#)

Project ID/Name

Details

Related

▼ Permit Details

Permit Name
P-00000091

Building Permit Number
9058831511557

Building Permit Application Date
15/02/2015

Status
Pending Permit Issue

Building Surveyor Internal Reference
Ironhub Project

Final Stage Indicator
Yes

3. Upon selecting the Permit Refused button, you will be prompted to enter the date of permit refusal and the reason for the refusal before selecting 'Next' to complete the notification.



Permit Refused

Please provide the refusal information below.

If you proceed the BPN will no longer be visible in BAMS. Select Cancel if you do not wish to proceed.

Date of permit refusal

* Reasons for refusal

Cancel

Next

Refusing or cancelling a building permit record after building permit issued cannot be completed via this process. As indicated in this error message, you will be required to log a case.

Permit Refused

The Date of Building Permit Issue has already been provided for this record.

If the circumstances have changed please log a case through the 'My Cases' option in your user management menu.

Finish

Viewing Building Permit Records

Building Surveyors can view all the information that users have provided the BPC via BAMS for all active BAMS permits. As users amend, update and report prescribed events for building permit records on BAMS, you can see all those updates on BAMS.

1. To view all information about a building permit record on BAMS from the home screen select 'Manage Permits', then select 'Active BAMS Permits' tab and finally select 'View' on the building permit record.



Manage Permits

Active BAMS Permits

This view lists all Permits with a BPN that was issued by the VBA/BAMS and have not yet been completed. To export this list as a JSON file, click the 'Export Table' button. To view the details of a permit and any related information click the 'View' button. You will also be available to perform other activities such as attaching a file, reporting an event, amending the permit, terminating a builder permit and viewing the payment receipt.

RBS Issued BPN

This view lists all building permits (1) with a BPN that was issued by the RBS, (2) were reported to the VBA via the previous levy return process and (3) have been amended and/or had a prescribed event reported in BAMS.

If you do not see the permit you wish to amend or report a prescribed event for, click the 'Add Permit' button and complete the form.

Completed Permits

This view lists all permits with a BPN that was issued by the VBA/BAMS and have been completed.

* Select Account:

LO9999999 Test Surveyors

Active BAMS Permits RBS Issued BPN Completed Permits Suspended Permits

Active BAMS Permits

Export All

Building Permit Number Primary Site Full Address

Project ID/Name

Search

Clear Search

Building Per...	Created Date	Project ID/In...	Building Per...	Status	Date of Bui...	Primary Site ...	View
3402702526250	21/10/2022		0	Pending Permit Is...		1 Bourke St Melb...	View

2. You will see the permit details you provided during the application including permit details.

Permit 6248321242612

Report Event Amend Permit View Receipt

Account Jason Test Surveyor

Project ID/Name

Details

Related

Permit Details

Permit Name
P-00000110

Building Permit Number
6248321242612

Building Permit Application Date
15/02/2015

Date of Building Permit Issue

Date of Appointment of Building Surveyor
15/02/2015

Combined Allotment Indicator
No

Estimated Cost of Works For This Permit
\$12,000

Is Certificate of Consent Required
No

Energy Efficiency Rating
5.0

Status
Pending Permit Issue

Building Surveyor Internal Reference
IronHub Project

Final Stage Indicator
Yes

Project ID/Name

Building Permit Stage Number
0

Total Estimated Cost of Works
\$60,000.00

BCA Classification 2
1b - Boarding House - 2016

BCA Classification 3
3f - Residential part of a detention centre (Not Class 1 or 2) - 2016

BCA Classification 4
4 - A dwelling in a Class 5, 6, 7, 8 or 9 building

3. You can select the down arrows to minimise and maximise different sections of information.



 Permit
6248321242612

[Report Event](#) [Amend Permit](#) [View Receipt](#) 

Account
[Jason Test Surveyor](#)

Project ID/Name

Details

Related

> Permit Details

> Property Details

> Building Work

> Performance Solution

> Builder Details

> Draftperson Details

> Sustainability

> Planning Permit

4. To view 'related' information including Prescribed Events, Cohorts (people/roles associated with the permit), Sites (property address), and Amendments (any amendments provided).

 Permit
6248321242612

[Report Event](#) [Amend Permit](#) [View Receipt](#) 

Account
[Jason Test Surveyor](#)

Project ID/Name

Details

Related

 Prescribed Events (0)

 Cohorts (2)

CONTACT NAME	COHORT TYPE
Jason Test Surveyor	Surveyor
Ben Bates	Responsible Builder

[View All](#)

 Sites (1)

SITE FULL ADDRESS
Shop New Shop 2222Lot 1 2222 Richmond county Richmond 3122

[View All](#)

 Amendments (0)



Appendix

Table 1: Required information for a building permit number application

Surveyor, Owner & Levy		
Building Surveyors Details		
Reporting Entity (automatically populated in portal entry)	Building Surveyors Registration number (drop down select)	Date of appointment
Building permit application date	Building permit stage number	Is this the final stage?
Internal reference (optional)	Project ID/Name (optional)	
Owner Details		
First Name (optional)	Last name	Email
Telephone	Is the Owner also the Builder?	Street Address
Town/Suburb	Postcode	Country (optional)
State		
Levy Details		
Municipality Code	Ownership Sector (drop down select)	Small Single Dwelling (required if Class 1 included in works)
BCA Classification 1	BCA Classification 2 (optional)	BCA Classification 3 (optional)
BCA Classification 4 (optional)	BCA Classification 5 (optional)	Cost of Works for 1st reported BCA Class
Cost of Works for 2nd reported BCA Class (if applicable)	Cost of Works for 3rd reported BCA Class (if applicable)	Cost of Works for 4th reported BCA Class (if applicable)
Cost of Works for 5th reported BCA Class (if applicable)	Total Project Cost of Works (automatically populated in portal entry)	Total Project Cost of Works - Class 2 to 8 (required for staged permits)
Total Project Cost of Works - Class 1, 9 or 10 (required for staged permits)	Primary BCA Classification (automatically populated in portal entry)	Cost of Works for this Permit (automatically populated in portal entry)



Builder & Practitioner Details

Builder Details

Registration Number conditionally required	First Name (optional)	Last name
Company Name (optional)	Telephone	Street Address
Town/Suburb	State	Postcode
Does Regulation 268 Exemption Apply?	Is the Builder an Architect	Builder Email (optional)

Other Practitioner Details

Registration Number (optional)	First name (optional)	Last Name (optional)
Company Name (optional)	Email (optional)	Telephone (optional)

Site Information

Property Details

Street Number (optional)	Street Name	Town/Suburb
Lot Number (optional)	Standard Parcel identifier (optional)	
Postcode	Shop Number (optional)	

Nature of Building Work

Primary Nature of Building Work	Building Use	Combined Allotment Indicator (optional)
Nature of Building Work 2 (optional)	Nature of Building Work 3 (optional)	Nature of Building Work 4 (optional)
Nature of Building Work 5 (optional)	Description of Building Work	Allotment Area (optional)
Total Floor Area (optional)	Rise in Storeys	Number of Existing Dwellings (optional)
Number of Dwellings Demolished (optional)	Number of New Dwellings (optional)	Is certificate of consent required?
Storeys Contained (optional)	Small Second Dwelling	

Building Materials

Floor Material (optional)	External Wall Material (optional)	Roof Cladding Material (optional)
Frame Material (optional)		

Performance Solution



NCC Vol 1 Performance Sol - Part BGHIJ (optional)	NCC Vol 1 Performance Sol - Part C (optional)	NCC Vol 1 Performance Sol - Part D (optional)
NCC Vol 1 Performance Sol - Part E (optional)	NCC Vol 1 Performance Sol - Part F (optional)	Protection Work Indicator (optional)

Planning Permit

Planning Permit Number	Date of Issue (dd/mm/yyyy)	
------------------------	----------------------------	--

Sustainability

BAL Rating (optional)	Rainwater Tank Indicator (optional)	Energy Efficiency Rating (optional)
Solar Hot Water Indicator (optional)		

Levy Payment Details

Is RBS Paying Levy on the Applicant's Behalf?	Social Housing Exemption	General Levy Exemption
DBDRV Levy Exemption		

Nominated Levy Payer Details (if applicable)

First Name	Last Name	Street Address
Town/Suburb	State	Postcode
Email	Telephone	Country



Table 2: Information required by the 7th of the following month after building permit number issuance

Surveyor, Owner & Levy				
Building Surveyor Details				
Internal reference		Project ID/Name		
Owner Details				
First Name	Country			
Levy Details				
Builder & Practitioner Details				
Builder Details				
Registration Number	First Name	Company Name		
Other Practitioner Details				
Registration Number	First name	Last Name		
Company Name	Email	Telephone		
Site Information				
Nature of Building Work				
Building Use	Nature of Building Work 2	Nature of Building Work 3	Nature of Building Work 4	Nature of Building Work 5
Number of existing dwellings	Number of Dwellings Demolished	Number of New Dwellings	Allotment Area	Total Floor Area
Number of Storeys	Combined Allotment Indicator			
Building Materials				
Floor Material	External Wall Material	Roof Cladding Material		Frame Material
Performance Solution				
NCC Vol 1 Performance Sol - Part BGHIJ	NCC Vol 1 Performance Sol - Part C	NCC Vol 1 Performance Sol - Part D		NCC Vol 1 Performance Sol - Part E
NCC Vol 1 Performance Sol - Part F	Protection Work Indicator			
Planning Permit				



Planning Permit Number		Date of Issue		
Sustainability				
BAL Rating	Energy Efficiency Rating	Rainwater Tank Indicator	Solar Hot Water Indicator	
Levy Payment Details				

Information required to be reported by 7th of the following month the event occurred – Prescribed events

Please refer to the [‘Reporting Prescribed Events’ fact sheet](#) under the ‘Fact Sheets’ section of the [BAMS website](#) for the details needed to report Prescribed Events in BAMS.

Technical specifications (for Software Provider use)

Please refer to the [‘BAMS Technical Specifications Spreadsheet’](#) under the ‘Resources’ section of [BAMS website](#) for the specific details of all BAMS CSV Upload files.

Document version

Document Version #	BAMS Release #	Date Document Released	Content Author	Description of Change
5.1	5.0	7/7/2026	Ben Cameron	Updated links Screenshot updates Reflected updated application/amendment fields Minor wording changes
4.13	4.0	5/12/2025	Ben Cameron	Updated to include Cost of Work calculation legislative changes, and updated cost of work references throughout. Removed legacy legislative changes. BPC rebranding
4.12	4.0	16/5/2024	Tom Burton	Updated template. Updated instructions about Prescribed Events. Added SSD Field to required fields
4.11	4.0	24/11/2022	Ben Cameron	Added ‘Register with VBA’ and updated steps for accessing BAMS following Service Victoria integration. Updated CSV Act wording in line with revised CRL trigger. Screenshots and minor updates associated with the new VBA portal look and feel.



4.10	4.0	01/11/2021	Ben Cameron	Added legislative changes regarding levy exemption for dwelling destroyed in an emergency and amended process for applications that are exempt. Added additional step to all BAMS functions for selecting the relevant reporting organisation in line with update 31 Oct 2021. Updated screenshots throughout the guide to match the new portal view following update 31 Oct 2021.
4.9	4.0	01/02/2021	Ben Cameron	Made changes in line with changes made to how Cladding Rectification Levy (CRL). - Included legislative changes - Updated process for applying for permit that is exempt from CRL. - Updated appendix table 1: required information for application - Updated appendix table 2: information required by 7th of the month - Included appendix for interim contingency csv upload procedure. - Minor formatting, contents & screenshot changes - Cost of Work breakdown by BCA Class guidance
4.8	4.0	01/10/2020	Ben Cameron	Made changes to include social housing exemption from Cladding Rectification Levy. - Included social housing exemption under Legislative Changes. - Included process for applying for BPN that is exempt from Cladding Rectification Levy.
4.7	4.0	31/08/2020	Ben Cameron	Updated Levy Payment Receipts section with new payment process and screenshots and moved to underneath payment section. Updated BPAY screenshots. Updated contents table.
4.6	4.0	23/01/2020	William Yap	Updated the section Building Amendment (Cladding Rectification) Act 2019, Legislative Changes.
4.5	4.0	24/12/19	William Yap	Added details about Building Amendment (Cladding Rectification) Act 2019, updated relevant BAMS



				screenshots and Appendix Table 1 relating to cladding levy changes.
4.4	3.0	11/11/19	Hinal Sheth	Added details about 'Prescribed Events' updates with relevant screenshots.
4.3	2.0	12/10/2019	Stewart Jaques	Added details for the below set of changes which were implemented into BAMS as part of the 12 Oct 2019 BAMS upgrade (the remaining changes for that upgrade will be added to the document shortly, expected to be by 26 Oct 2019) - Updated content in 'Refusing or withdrawing a building permit application' and 'Refusing a building permit record' sections. - Updated content in 'My Cases' section ☐ Logged Cases and Cases Received from VBA. - Added new screenshot to reflect detailed payment instructions on the 'Process Payment' screen for BPAY payments. - Added details for 'Full Name' column appearing on both Validation tabs
4.2	1.1	18/09/2019	Stewart Jaques	Added 'Document Version History' table to start of document. Removed reference to 'Close building permit button' in the "Basic Navigation of BAMS ☐ Managed Permits" section. Replaced Table 3 and Table 4 in the Appendix section, with a link to that information on the BAMS website.
4.1	1.1	19/07/2019	Stewart Jaques	Added 'Two-factor Authentication' instructions to "Getting Started" section.
4.0	1.0	04/07/2019	Brenton Perry	'BAMS go-live' release of document, including various updates to content to reflect post 1 Jul 2019 position.
3.0	N/A	28/06/2019	Brenton Perry	Updates for new BAMS screens / information, and inclusion of BPN Industry Support Team contact details.
2.0	N/A	03/06/2019	Brenton Perry	Updates for new BAMS screens / information.
1.0	N/A	30/05/2019	Brenton Perry	Initial document creation.