

# Transfer of Functions of Private Building Surveyor - Authority to Transfer Form (Applicable for Single site transfers only)

This Form is to provide evidence of agreement between all the relevant parties.

**Signed declarations by all parties are mandatory.**

## A. Please provide the below mentioned details for the Site

Date of Appointment	Has a permit been issued? (Yes/No)	Permit No. (if applicable)	Stage No. (If applicable)	Permit Issue Date (if applicable)
Description of Building Work		Owner's Name	BCA Class	Cost of Work
Site Address		Site Municipality (e.g. City of Melbourne)		

## B. Consent from Person who has Appointed the Building Surveyor

Name of the person

Are you the (please tick the relevant box) **Property Owner**  **Agent of the Owner**

**Signature:**

## C. Transfer Date Details

<b>Permanent/Temporary</b>	<input type="text"/>	<b>Nominated Start Date of transfer</b>	<input type="text"/>
<b>End Date of Transfer</b> (if temporary transfer)	<input type="text"/>	<b>Reason for Transfer:</b>	<input type="text"/>

For example: Annual Leave

**Please note:** The Transfer takes effect on the latest of the following dates:

- i. the nominated start date of transfer (to be specified on this form)
- ii. the date that the New Building Surveyor notifies the BPC of the transfer

## D. Declaration

### Transferring Building Surveyor's Declaration

**Name:** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_  
**Lodging Organisation Number and Name (if applicable)** \_\_\_\_\_

*I certify that the information provided is true and correct. I am aware that it is an offence under section 246 the Building Act 1993 to give false or misleading statements or documents to the BPC. I agree to the transfer of functions for the above-mentioned site. I have provided copies of all relevant documentation to the functions being transferred to the New Building Surveyor, and acknowledge that a failure to do so may result in disciplinary action being taken against me by the BPC. I have informed the New Building Surveyor of any current enforcement actions pertaining to any of the functions being transferred. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### New Building Surveyor's Declaration

**Name:** \_\_\_\_\_ **Registration Number:** \_\_\_\_\_  
**Lodging Organisation Number and Name (if applicable)** \_\_\_\_\_

*I certify that the information provided is true and correct. I am aware that it is an offence under section 246 the Building Act 1993 to give false or misleading statements or documents to the BPC. I agree to the transfer of functions for the above-mentioned site and I have the necessary BPC registration category to fulfil the functions. I have received copies of all relevant documentation to the functions being transferred to the best of my knowledge. I certify that written consent for the transferring of the functions has been given by the person who appointed the transferring building surveyor.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The above dates must be prior to the date that the nominated start date of transfer.**

## E. Submit Form to BPC

Once all relevant parties have completed and signed, forms are to be uploaded by the New Building Surveyor via our online Building Activity Management System (BAMS).