

Reporting prescribed events

Building permit number, levy and reporting changes from 1 July 2019

The Relevant Building Surveyor's (RBS) role of providing independent oversight of buildings and building work throughout the construction process and ensuring that buildings are safe for use, accessible and energy efficient, is critical to the effective operation of the building market in Victoria. It is vital that this is completed with a high degree of care and compliance.

The information that RBSs supply to the Victorian Building Authority (VBA) is critical to inform the VBA's consumer protection, market regulation, practitioner support and community safety objectives. High degrees of care and compliance are therefore required of RBSs in the exercise of their functions. The VBA will continue to:

- Closely monitor and support compliance with existing provisions as well as those coming into effect from 1 July 2019.
- Identify and support systemic areas for improvement.
- Conduct risk-based Compliance and Enforcement activities.
- Work with RBS's as co-regulators to highlight priorities and systemic issues, and provide compliance support, to continue to enrich the critical role of the RBS and the data available to the VBA that supports the VBA in exercising its functions.

Reporting prescribed events for a building permit

Reporting prescribed events (Regulation 47)

For building permits where the building permit application was accepted by the RBS before 1 July 2019, please see the transitional reporting arrangement fact sheet.

For **building permits where the building permit application is accepted on and from 1 July 2019** requirements to keep records of and report on levy under regulation 46 no longer apply.

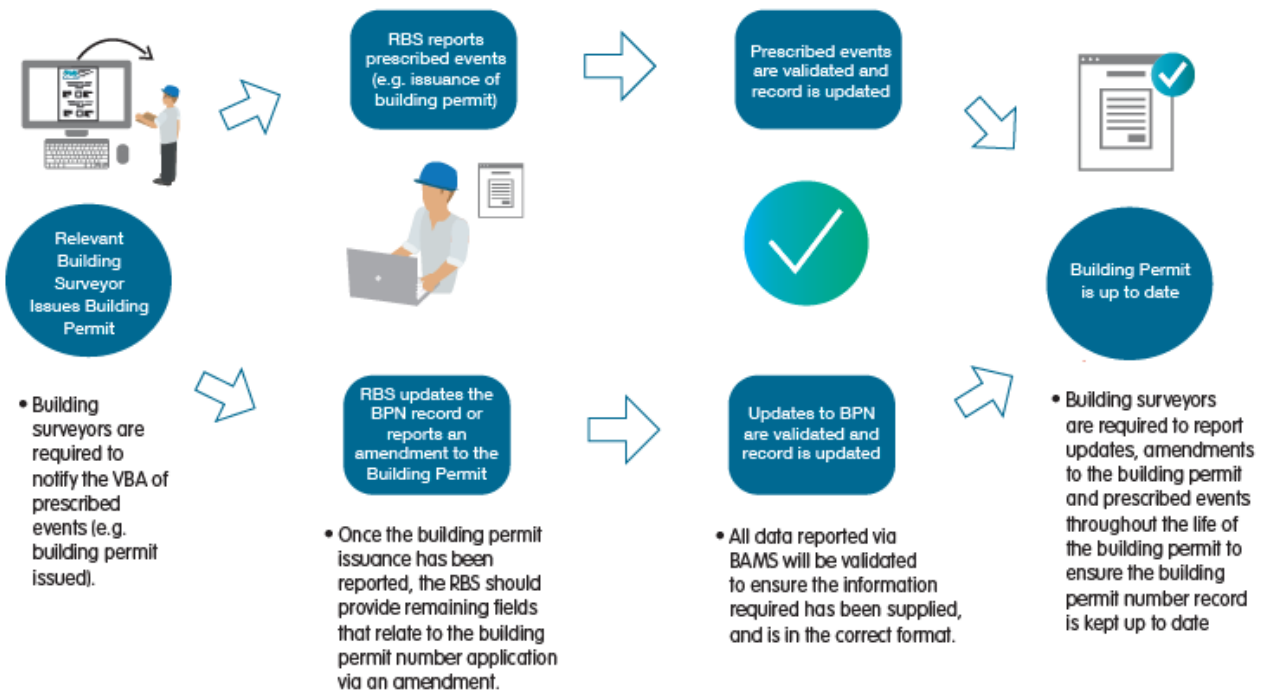
For **all building permits no matter when issued**, on and from 1 July 2019 additional requirements specified in regulation 47(2) and (4) require the RBS to notify the VBA, by the 7th of the following month:

- Whether an occupancy permit is required in relation to the building work.
- The mandatory notification stages for the building work set out under part 12 of the regulations.
- Whether the building work is to be carried out on land that is subject to a determination under regulation 64(1).



- Whether any exemption from, or consent to partial compliance with, certain requirements of the regulations relating to the building work has been given by the RBS under regulation 229(2), 231(2), 233(3) or 234(2).
- Whether the building work involves the construction of a swimming pool or spa or an associated safety barrier.
- Whether the RBS determined under regulation 111(2) that protection work is required in relation to the building work.
- Any extension granted during that month by the RBS under regulation 59 to the commencement date or completion date of the building work to which the permit applies and the new dates.
- Any inspection of building work to which the permit applies at a mandatory notification stage under section 34 of the *Building Act 1993*.
- Any determination by the RBS that protection work is required in relation to building work to which the permit applies under regulation 111(3).

The prescribed events reporting requirements are listed in the table in the following section. Prescribed events can be reported using the online portal selecting the report event function or using a separate CSV to the application/amend by uploading the CSV into Building Activity Management System (BAMS) in the 'Report prescribed events' section of BAMS.





Five-day reporting [Regulation 47A]

No change to prescribed events that RBSs are required to report to the VBA within five business days of occurrence:

- **Permits issued before 1 July 2019** - 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 VBA using the form available on VBA website.
- **Permits applied on BAMS** - 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' (see [BAMS Building Surveyor user guide](#) for details).
- if builder named on a building permit **changes**, the building surveyor will be required to amend the building permit record via BAMS (see [BAMS Building Surveyor user guide](#) for details).

Information required to report prescribed events

The fields in the table on the next page are to show which fields are 'conditionally required' dependant on the event code. Please see the [Sample prescribed events CSV file](#) and [BAMS Technical Specifications Spreadsheet](#) (active from 16 May 2024) to see all fields reportable for prescribed events. These events are to be reported by the 7th of the following month in which the event occurred (but can be reported at any time throughout the month).

The first prescribed event reportable is the issuance of the building permit and the final prescribed event is either the Occupancy Permit or certificate of final inspection.

You are required to report pass and fail for inspections such as 'Mandatory Notification: Before pouring specified concrete member'.



The table below indicate which prescribed events fields are 'conditionally required' based on the event code. The grey cells mean the field is not required for the PE code. Please refer to the [Sample prescribed events CSV file](#) under the 'Resources' section of the [BAMS website](#) to see all fields that are required for PE reporting. More information can be found in the Technical Specifications spreadsheet (also under the 'Resources' section) however this is intended more for Software Provider consumption rather than RBSs.

Additional fields to be reported include: Building Permit Number, Building Permit Stage Number, Date of Building Permit Issue, Building Surveyor Registration, Project ID/Name.

Note that the reporting due date for each month's Prescribed Events data is the 7th day of the following month.

Number	Prescribed event	Regulation reference	Event date (YYYY-MM-DD)	Inspection dtatus (Fail/Pass)	Certificate number (Numbers)	Person's registration number (Numbers)	First/last name of person involved (Letters)	Reporting due date	New?	How/ what to report in BAMS
10	Issue of building permit	47(1)(a)	Permit Issue Date					7th day of the following month	No	Prescribed events - Report building permit issue date. Amendments - Report other building permit data not previously provided during building permit number application.
11	Commencement of works / first inspection (inspection date)	47(3)(b) – building work commenced It is not clear if this is intended to be reported. 47(4)(a) – amendments to commencement date to be reported	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Commencement Date, or if report First Inspection Date, also report Inspector's registration number and name, and inspection results (pass or fail).



13	Occupancy	47(1)(a) – issue of OP 47(2)(a) – whether OP is required	Occupancy Permit Issue Date		Occupancy Permit Number			7th day of the following month	No	Prescribed Events - Report Occupancy Permit issue date and Occupancy Permit Number.
14	Final inspection	47(4)(b) – inspection of building work at a mandatory notification stage 168(b), 169(d)	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No but change to data required	Prescribed Events - Report Final Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
15	Certificate of Final Inspection	47(1)(a) – certificate of final inspection	Certificate of Final Inspection Date		Certificate of Final Inspection Number			7th day of the following month	Added on 16 th May 2024	Prescribed Events - Report Certificate of Final Inspection (CFI) issue date and CFI Number.
21	Project/Permit Abandoned		Abandoned Date					7th day of the following month	No	Prescribed Events - Report date project/permit abandoned.
26	Project/permit lapsed when work not commenced	47(3)(a)	Lapsed Date					7th day of the following month	Added on 16 th May 2024	Prescribed Events - Report permit lapse date where building work did not commence
27	Project/permit lapsed when work commenced but not completed	47(3)(a)	Lapsed Date					7th day of the following month	Added on 16 th May 2024	Prescribed Events - Report permit lapse date where building work is not completed



28	Project/permit lapsed when work completed but CFI/OP due	47(3)(a)	Lapsed Date					7th day of the following month	Added on 16 th May 2024	Prescribed Events - Report permit lapse date where building work is complete but CFI/OP is yet to be issued
22	Protection work	47(2)(f) – protection work determined under reg 111(2) 47(4)(c) – protection work determined under reg 111(3)	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Protection Work Inspection Date, Inspector's registration number and name, and inspection results (pass or fail), description of protection work.
22	Exemption	47(2)(d) – exemptions under reg 229(2), 231(2), 233(3), 234(2) BCA Vol 2 H8P1(a) BCA Vol 2 H8D2(2)						7th day of the following month	Yes Below Added on 16 th May 2024 BCA Vol 2 H8P1(a) BCA Vol 2 H8D2(2)	Prescribed Events - Provide description of exemption(s)
24	Extension to completion date	47(4)(a)	New Finish Date					7th day of the following month	No but change to data required	Prescribed Events - Provide new completion date.
25	Extension to commencement date	47(4)(a)	New Commencement Date					7th day of the following month	Added on 16 th May 2024	Prescribed Events - Provide new commencement date.
30	Mandatory notification – before placing a footing (inspection date)	47(2)(a) – mandatory notification stages	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and



		47(4)(b) – inspection of building work at a mandatory notification stage								inspection results (pass or fail).
31	Mandatory notification – before pouring specified concrete member (inspection date)	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
32	Mandatory notification – completion of framework (inspection date)	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
33	Mandatory notification – fire and smoke resistance inspection (inspection date)	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
34	Mandatory notification – protection of public	47(2)(a) – mandatory	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the	No	Prescribed Events - Report Inspection Date, Inspector's registration



	before building (inspection date)	notification stages 47(4)(b) – inspection of building work at a mandatory notification stage						following month		number and name, and inspection results (pass or fail).
35	Mandatory notification – completion of excavation (inspection date)	47(2)(a) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
52	Completion of precautions under Reg 116	47(2)(b) – mandatory notification stages 47(4)(b) – inspection of building work at a mandatory notification stage 169(c)	Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	Added on 16 th May 2024	Prescribed Events - Report Inspection Date, Inspector's registration number and name, and inspection results (pass or fail).
40	Performance solution - Part C	47(1)(a)				Person's Registration Number	Registered Person	7th day of the following month	No	Prescribed Events - Report registration number and name.
41	Performance solution - Part D	47(1)(a)						7th day of the following month	No	Prescribed Events - Report registration number and name.



42	Performance solution - Part E	47(1)(a)				Person's Registration Number	Registered Person	7th day of the following month	No	Prescribed Events - Report registration number and name.
43	Performance solution - Part F	47(1)(a)				Person's Registration Number	Registered Person	7th day of the following month	No	Prescribed Events - Report registration number and name.
44	Performance solution - Part BGHIJ	47(1)(a)				Person's Registration Number	Registered Person	7th day of the following month	No	Prescribed Events - Report registration number and name.
50	Other Inspections		Inspection Date	Inspection Status		Inspector's Registration Number	Inspected By	7th day of the following month	No	Prescribed Events - Report any other inspections, Inspection Date, Inspector's registration number and name, inspection results, description of inspection.