

BAMS Reporting Accounts

There are four different reporting account types in BAMS, each used in different scenarios.

It is crucial that a Building Surveyor Individual and/or Company is set up using the correct type, to ensure building permit data is reported with current information, and in line with legislation.

This fact sheet outlines the different types, how to set up a new account, some frequently asked questions, and contact information for ongoing support.

Reporting Account Types

Private Building Surveyors (BS-L/BS-U)

To be used when a single Building Surveyor is issuing permits using their own BS-L or BS-U registration number. Often referred to as a 'Self-Reporting' account.

If you are reporting building permits using this account, the individual building surveyor holding the registration will be considered as the Relevant Building Surveyor (RBS).

Body Corporate Building Surveyors (CBS-L/CBS-U)

One or more Building Surveyors, issuing permits using a Body Corporate registration number - either CBS-L or CBS-U. Each building permit will have its own nominated Designated Building Surveyor (DBS).

If you are reporting building permits using this account, the Body corporate holding CBS-U/CBS-L registration will be considered as the RBS and individual holding BS-U/BS-L will be considered as DBS.

Please ensure the body corporate registration is current when using this account.

Municipal Councils (LOO)

One or more Building Surveyors, issuing permits within a Municipal Council. This may be a Municipal Building Surveyor, or their delegates.

If you are reporting building permits using this account, MBS will be considered as the RBS unless the building permit is issued as a Private Building Surveyor.

In case the building permit is issued as Private Building Surveyor, the individual building surveyor holding the registration will be considered as the Relevant Building Surveyor (RBS).



Private Lodging Organisations (LO)

Two or more Building Surveyors, issuing permits using their private BS-L or BS-U registration numbers, reporting their building permit data in BAMS together under one organisation.

If you are reporting building permits using this account, the individual holding BS-U/BS-L will be considered as the RBS.

Setting up a new Reporting Account

To set up a new BAMS reporting account, the Building Surveyor will first need to [create a BPC user account](#) or have an already active user account.

Once a user account is active, you can complete the [BAMS Access Form](#) for the account type you are wishing to set up, and send it to BAMS@bpc.vic.gov.au.

Closing a Reporting Account

If you will no longer be issuing permits or reporting prescribed events or amendments under a particular reporting account, please notify the BAMS team at the earliest opportunity.

The team will support you with advising of any 'open' permits that remain on the account that require action, prior to deactivation.

Adding & Removing Staff from Reporting Accounts

To **add** a new staff member (Building Surveyor and/or Administrative team member) to your reporting account in BAMS, the staff member will first need to [create a BPC user account](#) or have an already active user account.

After a user account is set-up, to link the user to BAMS reporting account, complete a [BAMS Access form](#) with staff member details and send to BAMS@bpc.vic.gov.au

To **remove** a staff member's access to your reporting account in BAMS, please complete a [Deactivation Form](#) as soon as an end date is known, and send to BAMS@bpc.vic.gov.au

FAQs

Can I have more than one reporting account?

Yes, a single building surveyor may report under multiple reporting accounts (for example both a body corporate and a private account). However, they must ensure their internal processes and software systems cater for this, and the correct account is selected when applying for a building permit number and reporting permit information.

I'm not sure which account to report under. How do I know which one is the correct?

If you have multiple accounts, you must report permit information under the account that matches the permit registration used when the permit was issued.

To identify the correct account: Check the registration type used when the permit was issued and log into BAMS and select the account type that contains the same registration number.



If you are still unsure, contact BAMS@bpc.vic.gov.au with your permit number, and the team will confirm the correct account.

I have transitioned from BS-L to BS-U. What are the next steps?

The RBS may continue using the BS-L registration until it expires.

To use your BS-U registration for permits previously issued under BS-L, please contact BAMS@bpc.vic.gov.au to update your account and building permits.

How do I move building permits to a new account?

Depending on the account type and building surveyor registration used on the permit, a Section 80C Transfer of Functions may be required prior to the permit being moved.

Further information on transfers can be found on the BPC website [here](#), or if you'd like to confirm if a transfer is required for you, please contact transfers@bpc.vic.gov.au

What happens if I leave a company or organisation?

Permits issued using a Building Surveyor's private registration, remain the responsibility of that Building Surveyor even if they leave a company or organisation.

The exceptions to this are where the permits were issued when acting as a Municipal Building Surveyor (or delegate) within a Municipal Council, or where the permits were issued when acting as a Designated Building Surveyor within a Body Corporate Building Surveyor account.

Get in touch with BAMS@bpc.vic.gov.au for confirmation if you are unsure.

I've been reporting using the wrong account type. Can this be fixed?

Yes, this can be resolved. Please notify BAMS@bpc.vic.gov.au as soon as possible, and the team will work with you to ensure the permits relate to the correct account.

Want to know more?

If you have any questions about this information, please contact the Building and Plumbing Commission.

Email: BAMS@bpc.vic.gov.au

Building and Plumbing Commission

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