

Notification Form

Notification of Changes in Building Cost for Non-staged Building Permits

For building permit applications accepted by RBS on or after 26 November 2025

Owners or their agent⁽ⁱ⁾ may use this form to notify the BPC of changes in the cost of the building work if the change is at least \$15,625 higher or lower than the calculated cost of the building work (Section 205KA of the *Building Act 1993*). This notification must be provided within 28 days of becoming aware of the changes in cost.

Owners are only required to complete this form to notify the BPC if the variation to the building work is **not** related to an amendment of the building permit. Your building surveyor will notify the BPC of the changes on amended building permits on your behalf.

(i) An agent is a person authorised to act on behalf of the owner (for example, a builder or an architect).

Details of Person Completing this Form

* Information you must supply

First name*

Surname*

Email*

Contact number*

Company name (if applicable)

Address*

Are you an agent completing this form on behalf of the owner?

Yes, **Owner** to provide authorisation below

No, I am the owner. Please skip the 'Owner Authorisation' section below

Owner Authorisation

First name

Surname



Email

Contact number

I, being the Owner of the building or land stated in the building permit below, authorise the Agent above to act on my behalf and complete this form as required under s205KA of the *Building Act 1993*.

Owner signature

Date of signature

Building Permit Details

* Information you must supply

Building surveyor registration number (if known)

Building surveyor name*

Property address*

Building permit number*

Building permit number should be 12 digits, numeric and a check sum

The Cost of the Building Work

Reason for change in the cost of the building work*

Please include any supporting documents, for example quotes, invoices or a copy of amended building permit



Section I - Stage Cost or Cost of the Building Work

(for all applicants, except owner-builder)

	Original Cost (Incl. GST)	Revised Cost (incl. GST)
Contract or agreement price		
<i>Minus:</i> Cost of chattels		
<i>Minus:</i> Cost of prescribed excluded items		
Cost of the Building Work		

Section II - Stage Cost or Cost of the Building Work

(for owner-builders only)

	Original Cost (Incl. GST)	Revised Cost (incl. GST)
Estimate of cost including materials & labour		
<i>Plus:</i> Contract or agreement price ⁽ⁱⁱ⁾		
<i>Minus:</i> Cost of chattels		
<i>Minus:</i> Cost of prescribed excluded items		
Cost of the Building Work		

(ii) If applicable, contract or agreement entered into with a builder for carrying out a part of the whole of the building work

Section III - BCA Classification for Stage Cost or Cost of the Building Work

(for all applicants)

	BCA Classification	Cost of Building Work
Breakdown of the total revised cost by BCA classification		
	Total⁽ⁱⁱⁱ⁾	

(iii) This amount should equal the Revised Cost in Sections I or II



Section IV - Total Project Cost by BCA Classification

(for staged building permits only)

	Original Total Project Cost (Incl. GST)	Revised Total Project Cost (incl. GST)
Total Project Cost BCA Class 2 to 8		
Total Project Cost BCA Class 1, 9 & 10		
Total		

Declaration

By signing this, I declare that:

- the information contained in this form, including its attachments is true and correct, and
- I have read and understood how BPC manages my personal information and the BPC’s Privacy Collection notice on the final page of this document.

Your signature*

Date of signature*

How to submit your application

Once the form is complete, please email to costofworks@bpc.vic.gov.au



Privacy Collection Notice-Form to supply information on increased costs from owner / applicant

How the BPC uses and discloses your personal information.

The BPC is committed to protecting the privacy of your personal information in accordance with the *Privacy and Data Protection Act 2014* and the BPC's Privacy Policy and this Privacy Statement as amended from time to time.

The personal information you provide to the BPC on this notification, including any images or photographs and any and all details provided will be used by the BPC to carry out its function to reassess levy under subdivision 4A, Division 2, Part 12 of the *Building Act 1993* (the Act).

The BPC may also use such information for the following purposes:

- (a) to enable the BPC to meet its statutory obligations or functions;
- (b) monitoring compliance with the Act and associated regulations and standards;
- (c) research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent.

You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

By providing information to the BPC using this form, you are deemed to have acknowledged and consented to the BPC using and disclosing your personal information as set out in this Statement.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/legal/privacy.