



# Building permit: amending builder's details

This guidance note deals with amending a building permit to substitute a replacement builder where the nominated builder is unable to continue the building work, generally due to insolvency, death or disappearance.

The building permit may be amended following notification to the permit authority that:

- the nominated builder is unable to continue the building work; and
- a notice of cessation has not been submitted by the nominated builder.

## Who notifies the permit authority?

Owners can notify the permit authority that a replacement builder is required.

Details of the proposed replacement builder can be conveyed to the permitting authority on a *Request to amend building permit* (BA19) which is accessible on the Building Commission's website.

The building permit can be re-issued showing the replacement builder as the nominated builder so that building works may continue with minimal disruption.

## Are any additional fees involved?

A building permit has already been granted for the building work and the prescribed fees and levies have been paid, however circumstances may require further fees and levies to be paid.

### No changes to the design

Where no changes are proposed to the building work (as **approved**), the substitution of a replacement builder on the building permit is an administrative matter.

The Building Regulations 2012 do not authorise the charge of a fee to amend details on a building permit.

### Changes to the design

Where changes are proposed to the building work, those changes will need to be considered accordingly. For example minor changes, such

as substituting building materials, may simply be noted on amended drawings as a matter of record, and depending on the circumstances, may require a rectified certificate of design compliance. Where the value of such changes adds to the cost of the **approved** building work, further fees and levies may apply.

## Home indemnity insurance

If the owner enters into a new contract with a replacement builder, that contract will require home indemnity insurance (HII). A copy of the new HII certificate of insurance should be given to the owner. It is recommended that a copy is also provided to the permit authority when seeking to have the nominated builder replaced on the building permit.

Department of Mines, Industry  
Regulation and Safety

# 1300 489 099

Building Commission  
Level 1 Mason Bird Building  
303 Sevenoaks Street (entrance Grose Avenue)  
Cannington Western Australia 6107  
Website: [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)  
Email: [bcinfo@dmirs.wa.gov.au](mailto:bcinfo@dmirs.wa.gov.au)

### Regional Offices

Goldfields/Esperance	(08) 9026 3250
Great Southern	(08) 9842 8366
Kimberley	(08) 9191 8400
Mid-West	(08) 9920 9800
North-West	(08) 9185 0900
South-West	(08) 9722 2888

National Relay Service: 13 36 77

Quality of service feedback line: 1800 304 059

Translating and Interpreting Service (TIS) 13 14 50

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on request to assist people with special needs.

# Request to amend building permit

*Building Act 2011*PERMIT AUTHORITY  
USE ONLY

Reference number

Permit authority

## 1. Property building permit relates to

Property street  
address (provide lot  
number where street  
number is not  
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
Building permit number			

## 2. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the re-issued building permit, please also provide forwarding details for each owner.

**Owner's name**

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
			Country (if not Australia)

or

PO Box address

PO Box no			
Suburb		State	Postcode
			Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature\*

	Date
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\*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

#### 4. New builder details

Builder's name

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

or

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Type of builder

- Registered building contractor (provide registration number below)
- Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below)

Registration number  
or owner-builder  
approval number

Registration/approval number (if relevant)

Builder's signature

Name (print)

Signature

Date

#### 5. Proposed changes to building work (if applicable)

Please describe  
proposed changes to  
the building work (as  
approved) if  
applicable

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Please list  
documents relating  
to proposed changes  
(i.e. drawings,  
specifications,  
certificates, etc)

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