

Selection of method of lodgement monthly returns

The Commission has established an administrative arrangement to streamline the reporting obligations of building surveyors. A number of different return lodgement options are available to suit your individual business or employment needs.

The Commission is able to offer a choice of the method to lodge returns, provided an undertaking is made by each building surveyor, to advise the Commission within 7 days as to any variation in the status affecting the method of lodgement. Failure to meet your obligations under the *Building Act 1993* and *Building Regulations 2006* will invalidate these arrangements.

Building surveyors are advised to complete the enclosed Selection of Method of Lodgement Form and **return it to the Commission within 7 days. Please ensure you complete the start date or end date as it applies to each part.** These arrangements apply to the Building permit levy return and the Building Work Commencement, Completion or Permit Lapse Return

The following notes are to assist you in completion of the attached form:

Lodging Organisation:

- A lodging organisation is where more than one building surveyor works and issues permits. The reporting is completed by a nominated building surveyor on behalf of the other building surveyors.

You are reminded that a private building surveyor cannot lodge on behalf of another private building surveyor unless a lodging organisation has been notified to the Commission through a 'Selection of Method of Lodgement' form.

Option 1: Wanting to nominate a principal or Employer Building Surveyor to lodge returns on your behalf.

- To be completed by the building surveyor who wishes to nominate another registered building surveyor to lodge building permit levy returns on their behalf.
- The principal or employer building surveyor must also sign to show that they have accepted responsibility to lodge returns on your behalf.

Option 2: Wanting to nominate as a private practitioner

- To be completed where you wish to lodge returns on your own behalf.
- To be completed by building surveyors who have nominated a principal or employer building surveyor to lodge on their behalf but also want to issue permits privately.

Option 3: You are not issuing building permits

- To be completed where you do not intend to issue building permits.

Building surveyors are required to notify the Commission within 7 days of a change in lodgement status.

If you have any further enquiries please contact the Levy Section on 03 9285 6427 or fax 03 9285 6497 or e-mail levyenquiry@buildingcommission.com.au