

LETTER OF APPOINTMENT
REQUEST FOR BUILDING PERMIT*



PRO ACT.
BUILDING CONSULTANTS
ONE STOP PERMIT SHOP

DATE: _____

To: Drew Wadsworth ~~Municipal Building Surveyor~~/Private Building Surveyor
of: 365 Mitcham Road, MITCHAM, 3132 Office hours 7am 3pm Monday to Friday)
Phone: (03) 9872 3364 Email: dwadsworth@proactconsult.com.au (24/7)

I, _____ of _____
_____, hereby appoint / request* you as Building Surveyor to issue my
Building Permit, for the following project, and I / my builder* undertake to pre-pay any fees
associated with such lodgement.

This document also confirms that to my knowledge, no other Building Surveyor has been appointed
to act with regard to this project.

Project Description _____

Job Address _____ Postcode _____

Council _____

Builder _____ Phone _____

Address _____ Postcode _____

Email _____ Mobile _____

Owner _____ Phone _____

Address _____ Postcode _____

Email _____ Mobile _____

Owner(s) signature _____ **Date:** _____

Print name: _____

Owner(s) signature _____ **Date:** _____

Print name: _____

*Hint:
The original copy of
this appointment letter
must be provided to the
Building Surveyor.*

This letter of appointment is a formal contract entered into by the owner and the
Building Surveyor, that ensures all relevant parties involved in the development
process are aware of their obligations under the Building Act 1993 – Part 3 –
Division 2 – Section 17, and Building Regulations 1994.

* Delete as applicable