

LETTER OF APPOINTMENT

I/we	<i>(Owner(s) Name)</i>
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Or

I/we	<i>(Agent(s) Name (not the builder))</i>
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(Your builder may recommend a Building Surveyor, but must not complete this form or act as your agent. Building Surveyors must be appointed by the owner or agent of the owner. A builder cannot be an agent of the owner).

However a builder may apply for a building permit or complete an application for building permit, but this will not constitute an appointment under the Act. An appointment can only be via this form which is completed by the owner or owner’s agent.

Appoint JNat Building Permits of 23/37 Keilor Park Drive, Keilor Park 3042 to administer the Building Permit approval process for the proposed building works being:

(Intended Use)

Being carried out on the land located at:

(Property Address)

Owner/Agent Signature.....*(Not the builder)*

Print Name	Date
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NOTE:

The original copy of this letter of appointment must be provided to JNat Building Permits and acts as a formal contract entered into by the owner/agent and the building surveyor to ensure all relevant parties involved in the proposed works are aware of their obligations under the Building Act 1993 - Part 3, Division 2, Section 17 and the Building Regulations 2018.

The applicant declares that another building surveyor has not been appointed for the same project.