

To: *Building Surveyor*

Address

Suburb/postcode

Form **39**

Building work details:

Type of work: Permit work Notifiable work *(X one applicable.)*

Address: Lot No:

The work: *(Description of the work e.g. new building, alterations, additions etc.)*

Permit or Certificate of Likely Compliance Number:

Building Class(es):

Licensed builder OR Owner builder:

Builder: Category:

Business name: Licence No:

Business address: Phone No:

License No: Email address:

Owner builder(s): Contact person:

Contact address: Phone No:

Owner Builder Permit No: Email address:

Notice details:

The building work detailed above is to start work on:

Date

Applicant (builder or owner builder) *Name: [print]* *Signed* *Date*

Recipient (for phone application) *Name: [print]* *Signed* *Date and time*

Authorisation to start building work:

Your authorisation is issued in accordance with the **Building Act 2016 and Building Regulations 2016.**

Name: [print] *Date*

Building Surveyor

Signed *Unique authorisation No*

Notes:

- A copy of this Form is to be provided to the Permit Authority within 2 business days of authorisation.
- If authorisation was given orally, a copy of this form is to be provided to the applicant within 7 days.