

BUILDING SURVEYOR APPOINTMENT LETTER

I/we,

or,

I/we the representative of the owner

(include agent/s name — not the builder)

In accordance with **Section 78** of the **Building Act 1993**, builders must not appoint a private building surveyor on behalf of the owner. They may only recommend a private building surveyor. Building Surveyors must be appointed by the owner or agent of the owner. Therefore, a builder cannot act as an agent of the owner. A builder may apply for a building permit or complete an application for a building permit, but this will not constitute an appointment under the Act.

I/we Appoint **CodePoint Building Approvals & Certification** to administer the Building Permit approval process for the proposed building works:

The works will be undertaken at,

Project Address

Suburb

Postcode

Owner/Agent Signature

Print Name:

Date

Please Note: Completing the above information ensures the appointment and acts as a formal contract entered by the owner / agent and the relevant building surveyor at CodePoint Building Approvals & Certification. All relevant parties must ensure the proposed works adhere to the obligations prescribed within the Building Act 1993 and Building Regulations 2018.

As the relevant owner / agent I furthermore confirm that no other building surveyor has been appointed for the same project details nominated above.