

LETTER OF APPOINTMENT
REQUEST FOR BUILDING PERMIT or
TOWN PLANNING 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

Phone: (03) 9872 3364

Fax: (03) 9872 4701

Email: dwadsworth@optusnet.com.au

I, _____ of _____
_____, hereby appoint / request* you as Building Surveyor to issue my
Building Permit / you lodge my Town Planning Application on my behalf*, 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.

Enclosed is a recent (no older than 60 days), copy of Title, plus a copy of the associated plan of
subdivision if there is no plan shown on the Title. Also included, all details of any restrictive
covenants from my Title searcher.

Project Description _____

Job Address _____ Postcode _____

Council _____

Builder _____ Phone _____

Address _____ Postcode _____

Owner _____ Phone _____

Address _____ Postcode _____

Owners signature _____ Date: _____

Print name: _____

*Hint:
The original copy of
this appointment letter
must be provided to
your 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**