Reference guide

Building Permit Levy &
Building Information

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Introduction

In Victoria, the role of the building surveyor is critical to the building process and is enshrined in the *Building Act 1993*.

A building surveyor can be employed either in local government or private industry. A key role of the building surveyor is to issue building permits and to monitor their compliance with all aspects of the Building Act 1993.

The Victorian Building Authority (VBA) has identified a need for a reference guide to provide answers to common questions and give basic "how to" instructions for completing and submitting monthly permit levy returns.

To assist building surveyors, this guide has been developed to provide assistance with:

- Levy reporting responsibilities
- Lodging levy returns
- Levy return data requirements
- Electronic formatting and lodgement of levy returns
- Checking levy returns, etc.

This useful reference tool will assist anyone who works in a building surveyor's office. It will also assist in educating new staff about building permits, the building permit levy and associated reporting requirements.

This version (2) updates all previous versions.

Reference to the BCA in this document means Volume One and Volume Two of the National Construction Code Series.

Levy and Building Information Unit, Victorian Building Authority

The Levy and Building Information Unit of the VBA can assist with

- building permit levy payments
- reporting requirements
- building permit numbering
- compilation of building information, statistics, and so on.

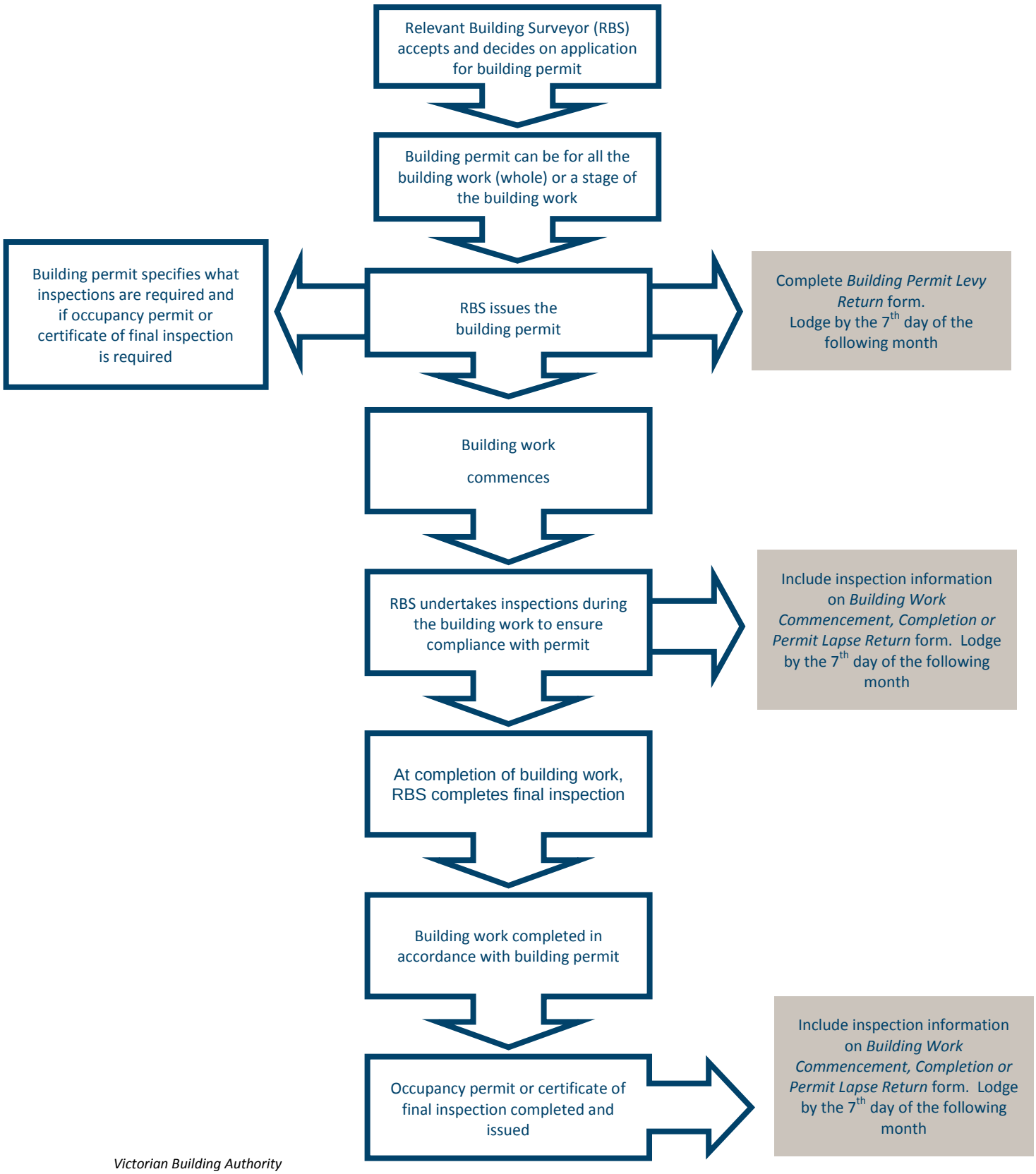
In conjunction with the Australian Bureau of Statistics (ABS), the VBA provides feedback on the information, or data, you supply to ensure it is as accurate as possible. This data is then reflected in all statistical data produced by both the VBA and the ABS.

Please place this guide in a prominent, easy to find position in your office and encourage its use by your staff. Comments and feedback are welcomed on the structure and usefulness of this publication.

For further queries, please contact the Levy and Building Information Unit of the VBA.

Victorian Building Authority.
T: 1300 815 127
F: 03 9618 9044
E: returns@vba.vic.gov.au

1. Building permit process



2. Application for building permit

2.1 How an application is made for a building permit

An application for a building permit may be made to a municipal (local government) or private building surveyor. Some municipal building surveyors issue permits outside of their municipal district. Private building surveyors can issue permits in any municipality.

The building permit levy must be paid and submitted with at least three copies of drawings, specifications and allotment plans with the completed application form before a building permit can be issued. Refer Practice Note 62 (PN-62)

2.2 Responsibilities of a relevant building surveyor

Relevant building surveyors are responsible for a number of administrative processes in verifying the cost of the building work and collecting the building permit levy.

The building permit levy collected by the building surveyor must then be forwarded to the VBA, by the seventh day of the following month, using the appropriate monthly return.

It is the responsibility of a relevant building surveyor to accurately estimate the cost of building work for every building permit application that is received. A building surveyor must advise the applicant of the building permit of the estimated cost of the building work and the amount of building permit levy payable.

A relevant building surveyor's responsibility also includes refusing an application for a building permit where:

- the levy is not paid
- the relevant building surveyor believes that the contract price for the building work is substantially lower than the price normally paid under contracts for the type of work
- the application contains false or misleading statements about the cost of the building work.

2.3 Application dates

The application date is the date the relevant building surveyor receives the completed *Application for a building permit* form (Refer section 11).

Relevant building surveyors are requested to note or date-stamp the date of receipt on the application form from the applicant. This is the application date.

The relevant building surveyor can only activate the application after receipt of a fully completed and signed application. Until such time, the building surveyor is unable to comply with their obligations under the *Building Act 1993*.

2.4 Cost of building work

The cost of the building work is the contract price for the building work, if there is a contract for the proposed building work. If a contract is not in place, the cost of the building work is to be an estimate.

It is the responsibility of the applicant for a building permit to specify the contract price for the building work (including the cost of labour and materials), if there is a contract for the work or in any other case include sufficient information to enable the building surveyor to estimate the cost of the building work (including the cost of labour and materials).

A relevant building surveyor must refuse an application for a building permit when the contract price for the work is substantially lower than the price normally payable under contracts for work of that kind, or the application contains false or misleading statements about the cost of the building work.

Providing incorrect information is an offence under the *Building Act 1993*.

http://www.vba.vic.gov.au/practitioners/legislation

2.5 Responsibility of an applicant for a building permit

It is the responsibility of the applicant to declare the correct cost of the building work on the *Application for a building permit* form (Refer section 11).

2.6 Owner-builders

An owner-builder is defined as a person, who constructs or renovates a domestic building on his or her own land, and does not build for a profit.As an owner-builder you would need to obtain building permits, supervise or undertake the building work, and ensure the work meets building regulations and standards.

2.7 Owner-builder reforms

From 14 June 2005, owner-builder laws were introduced in Victoria to provide greater protection for registered building practitioners, genuine owner-builders and consumers.

These laws mean owner-builders:

- must apply for a *Certificate of Consent* from the Building Practitioners Board for any domestic building work over $12,000 in order to obtain a building permit
- may only obtain building permits for one home (a single dwelling) and associated work on a single property in any three-year period
- must reside and continue / intend to reside in the single dwelling.

Further information on owner-builders can be found on the VBA website www.vba.vic.gov.au

Tip: *Ensure the owner-builder Certificate of Consent has been issued before providing an owner-builder building permit. You will need to include the Certificate of Consent number on the Building Permit Levy Return.*

In Victoria, an owner-builder can only build or renovate one house every three years, and must intend to live in the house once completed.

Anybody wishing to be an owner-builder, and the value of the proposed building work is more than $12,000 (including labour costs and materials) will need to apply for a certificate of consent.

The certificate of consent must be provided to the responsible building surveyor in order to obtain a building permit.

It is the responsibility of the owner-builder to declare the correct cost of building work for which a building permit is required. Where the actual cost of the whole or part of the work cannot be reliably determined the levy for that work may be calculated on a reasonable market rate for work of that kind, having regard to the matters known about the work, such as, its nature, sourcing of materials, the time it was carried out, known expenditure for particular items etc.

The cost of building work is the actual cost to the person for whom the building work is carried out and includes costs and expenses that bear a direct and substantial relationship to the work that are payable by the person for whom the building work was carried out.

The relevant building surveyor may also require that an applicant provide additional information or documents pursuant to the Building Act 1993.

Please note: you and a builder, contractor or tradesperson must enter into a written contract for domestic building work costing more than $5,000.

2.8 Where the applicant is an agent of the owner

It is common practice for registered building practitioners to apply for a building permit as an *agent of the owner* for the building work.

Agents of the owner are reminded to ensure that the correct cost of the building work is declared and the appropriate levies (where applicable) are paid. (Refer to Section 3 for further information about Building Permit Levy).

Please Note: When reporting this type of building permits, please ensure the correct ownership sector is reported. Some levy software systems may default the ownership sector to "Private", when in fact the correct ownership sector may be "Local Government", "State Government" or "Commonwealth Government".

Providing incorrect information is an offence under the *Building Act 1993*.

2.9 Identification of the project builder

When assessing an application for a building permit, building surveyors should make the necessary enquiries to ascertain who the builder intending to carry out the building work is.

Where a registered building practitioner is the nominated builder, ensure that the builder's registration details are current and the correct registration number is included in the return. A builder, contractor or tradesperson must enter into a written contract for domestic building work costing more than $5,000. Where the builder is not known at the time that the building permit is issued, building surveyors are required to advise the VBA when this information is available.

2.10 Cost of building work and GST

The Goods and Services Tax (GST) on the cost of building materials and the cost of labour must be included when determining the cost of building work for the purpose of calculating the building permit levy.

For further information regarding GST, please refer to the ATO's website https://www.ato.gov.au/Business/GST/

3. Levy

3.1 Building permit levy

Under the *Building Act 1993*, a building permit levy is imposed. The levy is paid by an applicant for a building permit and must be paid before the building permit can be issued.

The building permit levy is collected by the building surveyor and forwarded to the VBA on a monthly basis, via the monthly return forms.

3.2 Liability to pay the levy

A building permit levy is payable before a building permit is issued. This includes where a:

- new permit is issued to replace a lapsed permit. Under the *Building Act 1993*, a replacement building permit is regarded as a new permit. As such, the balance of the cost of building work to be completed should be included on the building permit and the appropriate levy paid
- new building permit is issued due to substantial changes in the nature and type of building work on the original building permit
- building permit is amended and results in a change to the cost of building work. The balance of the cost of building work to be completed should be included on the building permit application and the appropriate levy paid
- building permit is issued for building work that may not normally require a building permit.

3.3 Reimbursement of levy

Under the *Building Act 1993*, the only circumstance where a levy is reimbursed is where it is paid by the applicant at the application stage, the permit has not been issued and the application has been consequently withdrawn.

No reimbursement is applicable in the following circumstances:

- building work does not proceed after the issue of the building permit
- partial completion of building work
- lapse of the building permit
- cancellation of the building permit.

Refer to practice note, http://www.vba.vic.gov.au/__data/assets/pdf_file/0018/21096/PN-50-2014-Liability-To-Pay-and-Circumstances-Where-Building-Permit-Levy-May-Be-Refunded.pdf

3.4 Amount of levy payable

Where the cost of the building work is greater than $10,000, the total levy payable is based on the following:

- *General levy* – levy to fund the building control system in Victoria of 0.064 cents in every dollar of the cost of building work.
- *BACV levy* – levy to fund the dispute resolution service, Building Advice Conciliation Victoria (BACV) of 0.064 cents in every dollar of the cost of building work.

For example:

General levy	BACV levy	Total levy rate payable
0.064	0.064	0.128

Building permit levies are not payable if the cost of the building work is $10,000 or less.

3.5 Rounding policy for the levy

Building surveyors are encouraged to adopt a commercially realistic approach when calculating the building permit levy. A rounding policy has been developed as the preferred rounding practice for all building surveyors.

In the calculation of the levy amount payable, the building surveyor is permitted to round down the calculation as follows:

If the final cent figure is 1, 2, 3 or 4; round down to 0	E.g. $201.83 = $201.80
If the final cent figure is 6, 7, 8 or 9; round down to 5	E.g. $158.98 = $158.95

Note: the rounding of levy applies to each individual building permit listed in the levy return.

Refer to practice note

http://www.vba.vic.gov.au/__data/assets/pdf_file/0017/21095/PN-49-2014-Building-Permit-Levy-Calculation-Rounding-Policy.pdf

3.6 Building permit levy and GST

No GST is payable on the amount of building permit levy payable.

For further information regarding GST, please refer to the ATO website

https://www.ato.gov.au/Business/GST/

3.7 Building permit levy return reporting

If a building permit is issued for building work with an estimated value of $100,000 the *Building Permit Levy Return* should clearly reflect the details highlighted in the example below.

Example

Total cost of building work	General levy 0.064 cents	BACV levy 0.064 cents	Total levy amount payable
$100,000	$64.00	$64.00	$128.00

3.8 Definitions

All definitions used in relation to levy calculations are defined in the *Building Act 1993* and have the same meaning as in the *Domestic Building Contracts Act 1995*.

Please refer to the *Classifications of Buildings and Structures* table (Refer section 11) for a comprehensive list of classifications under Domestic, Residential, Commercial, Retail, Industrial, Hospital/Healthcare, Public Buildings and Ancillary.

4. Completing your return

4.1 Building permit numbers

Building surveyors are required to follow a particular format in numbering building permits. Consistency is essential for the application of building permit numbers.

Building permit numbers are to follow the *Minister's Guideline MG07 Uniform building permit numbering system*.

The Minister's Guideline requires municipal and private building surveyors to use the following principles when numbering building permits:

Registration number	Sequential number	Stage number
Registration number of the building surveyor who issued the building permit	Eight-digit number used to identify a building permit issued in Victoria	Number to identify the stage of a building project that the building permit relates to. For single stage projects, the stage is "0". For multi-stage projects, the first stage is identified as "1", the second stage as "2", etc.
E.g. 1234	E.g. 20140001	E.g. 0

Text format for sequential number field

To enable reporting of the correct and complete building permit number in a building surveyor's system and for the appropriate levy return documentation, the sequential number field must be in text format. This will allow the continued use of an eight-digit sequential number as follows:

→ If the year is 2014; the **year identifier** is 2014 and the **number** is 0001; therefore

→ The **sequential number** is: 20140001

Building Permit numbering for groups of building surveyors

Where a building surveyor has been nominated to lodge a return on behalf of a number of building surveyors, (lodging organisation) a single, consistent numbering sequence needs to be maintained. The building surveyor should always allocate the next building permit number in sequence.

Ensure that the registration number of the building surveyor who issued the building permit appears as the prefix to the permit number.

Separate businesses or multiple employers

Where a building surveyor issues building permits for more than one business or employer, it is unrealistic to maintain a single numerical sequence for all permits issued. For example, a building surveyor may be a member of a group and issue building permits in a single numerical sequence for the group. Where the building surveyor also issues building permits in their own name, a separate numbering sequence should be maintained, which will provide a separate indicator as to the source of the building permit.

A distinct number range must be used to safeguard against issuing the same building permit number twice or more.

4.2 Building permit stage numbers

Single and multiple stages

Building permits can be issued in multiple stages depending upon the size and complexity of the construction for which the permit has been issued. The numbering and reporting of stage permits should be as follows:

- Where a project is to be completed under the whole permit (no stages), the permit should be reported as:

  20140001 stage 0
- Where a project is to be issued as a staged project, the initial permit should show the stage as being ‘1’. Consecutive stages will be shown as stages ‘2’, ‘3’, ‘4’, etc.

Example: 20140001 stage 1

20140001 stage 2

20140001 stage 3

- As each staged building permit is regarded as a separate permit, the building permit levy should be paid on the cost of works for the applicable stage.

Each building permit issued for a stage of works is a separate building permit. Therefore an owner is still required to:

1. Make an application for a building permit in respect to the relevant stage of work. Complete Form 1 *Application for a building permit* (Refer section 11) which identifies the:
    - extent of building work to be carried out
    - cost of the building work for the stage (for the purpose of calculating the building permit levy)
    - nominates the building practitioners involved with that stage of building work.

2. Pay the building permit levy, calculated on the cost of the stage of building work being undertaken - not the total cost of the project.

In the case where only one application for a building permit is received for the building project, the building permit should be issued to cover all building work. Further stages should not be necessary.

It has been observed that a number of building surveyors are continuing to obtain one *Application for a building permit* (Form1) to cover building work with multiple stages. This is an incorrect procedure and there are many legal implications arising from this.

Following is an example of the correct and incorrect procedure.

Correct procedure

Application / Building Permit	Date application made	Cost of building work ($)	Stage number	Building permit issue date
Application Form 1	30/06/2014	100,000	1	
Building Permit Form 2		100,000	1	05/07/2014
Application Form 1	05/08/2014	400,000	2	
Building Permit Form 2		400,000	2	07/08/2014
Application Form 1	10/09/2014	500,000	3	
Building Permit Form 2		500,000	3	15/09/2014

Incorrect procedure

Application / Building Permit	Date application made	Cost of building work ($)	Stage number	Building permit issue date
Application Form 1	30/06/2014	1,000,000		
Building Permit Form 2		100,000	1	05/07/2014
Building Permit Form 2		400,000	2	07/08/2014
Building Permit Form 2		500,000	3	15/09/2014

4.3 Nominated building surveyor – method of lodgement form

The VBA offers a number of return lodgement options to suit a building surveyor's individual business or employment needs, including temporary assignment to another building surveyor for periods of leave.

If your circumstances change, such as terminating your employment with an employer, or beginning employment with a new employer, please remember to inform the Levy and Building Information Unit, and submit a new Method of Lodgement form. There are three options:

Option 1:	**Nominating a principal or employer building surveyor to lodge returns on your behalf** To be completed by the relevant building surveyor who wishes to nominate another relevant building surveyor to lodge building permit levy returns on their behalf under a lodging organisation. The principal or employer building surveyor must also sign to show that they have accepted responsibility to lodge returns on your behalf. To be completed when temporary assignment to another building surveyor for periods of leave.
Option 2:	**Lodging returns as a private building practitioner** To be completed where a relevant building surveyor wishes to lodge returns on their own behalf. To be completed by relevant building surveyors who have nominated a principal or employer building surveyor to lodge on their behalf but also wish to issue building permits privately.
Option 3:	**Private building practitioner not issuing building permits** To be completed when a building surveyor does not intend to issue building permits.

For a *Selection of method of lodgment* form Refer section 11. This form can also be downloaded from the VBA website http://www.vba.vic.gov.au/__data/assets/pdf_file/0003/18507/Method-of-Lodgement-Form.pdf

Building surveyors must advise the VBA which option they elect (i.e. option 1, 2 or 3) when lodging their returns via the *Selection of method of lodgment* form. Advice regarding any variations to the options must be provided to VBA seven days after any variation in status, which will ultimately affect the method of lodgment. Failure to meet the obligations under the *Building Act 1993* and *Building Regulations 2006* will invalidate these arrangements.

Ensure you include the start date or end date as it applies. These arrangements apply to the *Building Permit Levy Return* (Refer section 11).and the *Building Work Commencement, Completion or Permit Lapse Return* (Refer section 11).

Tip: *Building surveyors must advise the Levy & Building Information Unit of any changes to your selected method of lodgement.*

Assisting with the completion of the method of lodgement form

- **Lodging organisation**

  A lodging organisation is an organisation where more than one building surveyor works and issues building permits. A nominated building surveyor completes the reporting on behalf of the other building surveyors in the organisation.

- **Selection of method of lodgement**

  A private building surveyor cannot lodge on behalf of another private surveyor unless the lodging organisation has notified the VBA through a *Selection of method of lodgement* form (Refer section 11).

5. Data quality requirements

5.1 Data quality

Data quality is an important issue, so building surveyors need to ensure that the data reported to the VBA is accurate.

Numerous organisations, including the Australian Bureau of Statistics (ABS), State Government and Local Government rely on the information provided for statistical purposes. The information is also used for economic, planning, building control, policy and research purposes.

Common errors identified when building surveyors submit information are:

- Names, street numbers, street names, suburbs and postcodes are often entered in the same data field. These need to be separated into individual fields as indicated on the relevant form. This is a specific requirement from the ABS.
- Data entered into incorrect fields.
- Incorrect and incompatible codes entered into fields.
- Missing data (e.g. total floor area, material codes and nature of work codes).
- Incorrect electronic returns supplied (refer to Section 6.4).

The table of building classifications (classes and codes) is provided to assist building surveyors and their staff in submitting accurate data. It also reduces processing times.

Please refer to the following tables in the relevant sections to assist with submitting accurate information.

Section 11	Building classifications (BCA) – classes and codes (also refer to Section 5.2)
Section 11	Municipality codes reference and building information codes (also refer to Section 5.3)

The tables are a starting point to assist building surveyors and their staff when processing building permit information into building surveying electronic software systems.

Being able to check the return files prior to lodgement will ensure that the data provided is correct, accurate and in the required format.

> **Tip***: Check your return files prior to submitting them, paying particular attention to data accuracy and format.*

5.2 Building classifications

Identification of the appropriate building class and classification under the *Building Code of Australia 2006* (BCA) helps provide accurate information. It also provides a consistent building project description.

For example, the BCA classification of Class 1a buildings should include either (i) or (ii) to indicate whether the dwellings are attached or not.

- Class 1a(i) for a detached house
- Class 1a (ii) for one or more attached dwellings, etc.

The BCA Classification of Buildings and Structures can be found in section 11.2.

5.3 Municipality codes reference and building information codes

To assist building surveyors and their staff to adopt efficient data entry practices, codes have been developed for all municipal areas. Codes are also required for the nature of work to be undertaken, materials used and ownership.

These codes must be used for the monthly levy returns.

Both the municipal and building information codes can be found on the *Building Information Codes Quick Reference* guide in (Refer section 11).

5.4 Reporting Bushfire Attack Level (BAL) Ratings

The aim of the residential building standard for bushfire protection is to improve the ability of a building to withstand a bushfire attack. This will provide greater protection for the occupants who may be sheltering inside while the fire front passes. Attack Level (BAL), determines the type of construction required. The BAL takes into consideration a number of factors including the Fire Danger Index (refer page 50), the slope of the land, types of surrounding vegetation and its proximity to any building. It is requested the BAL rating is included as part of the description, in the description field and should start and finish with an asterisk i.e. *BAL-LOW*.

6. How to lodge your return

6.1 Monthly return compliance

Under the *Building Act 1993*, building surveyors who hold a current registration with the Building Practitioners Board (BPB) are required to:

- Lodge a monthly *Building Permit Levy Return* (Refer section 11).and a *Building Work Commencement, Completion or Permit Lapse Return* (Refer section 11).
- Pay the amount of building permit levy payable by the seventh day of the month following the month to which the return relates (i.e. if the work related to the month of April, the April return forms and payment must be received by the VBA by 7 May).

The Levy and Building Information Unit of the VBA has processes in place to monitor the lodgment compliance of monthly levy returns. Where returns are constantly late, the matter may be referred to either the VBA Compliance and Performance Unit for investigation or the BPB.

6.2 Data requirements

6.2.1 Building Permit Levy Return

- The *Building Permit Levy Return* (Refer section 11) is to include the following details:
- All building permits issued in the relevant month including those permits where the cost of building work / contract sum is $10,000 or less.
- Details of building permits issued where the project is exempt from the building permit levy; i.e. building work undertaken for the Crown in the right of the Commonwealth of Australia.
- Where no levy is payable, complete the estimated value of building work / contract sum and leave levy amount field blank. Or, if completing the return manually write 'exempt'.
- The *Building Permit Levy Return* is in two parts. Please ensure that you complete the summary information page (parts B and C).

- A 'Nil' return is required to be lodged if you did not issue any permits for the month.

6.2.2 Building Work Commencement, Completion or Permit Lapse Return

The *Building Work Commencement, Completion or Permit Lapse Return* (Refer section 11) is to include the following details:

- Information in respect of any building permit issued by the building surveyor where work has commenced, been completed, abandoned or lapsed during the month.
- Building surveyors must include details of all building permits issued, including those permits where the cost of the building work is $10,000 or less, or where the owner of the building work is exempt from the building permit levy.
- A 'Nil' return is required to be lodged if there are no details to report for the month.

6.3 Format of the return to submit

Building surveyors can choose the format to lodge the *Building Permit Levy Return* or *Building Work Commencement, Completion or Permit Lapse Return.* The format options are:

Electronic

- A single electronic return, in the file format of an electronic lodgment. Refer to Section 6.4 for the appropriate file format.
    1. Please submit the return via email in the prescribed data file format. The email lodgment address is returns@vba.vic.gov.au

Manual

- Manually complete the *Building Permit Levy Return* and *Building Work Commencement, Completion or Permit Lapse Return* (Refer section 11).
- Once completed, send the return forms to the VBA either via:

1. Fax to (03) 9618 9044; or
2. Send to the Levy and Building Information Unit,

   Victorian Building Authority
   PO BOX 536E
   Melbourne Vic 3001

The return forms can be downloaded from the VBA website, www.vba.vic.gov.au or via the link in Section 11.

Tip: *Check that all data reported to the VBA is accurate and complete. This will minimise queries from the VBA and the Australian Bureau of Statistics.*

6.4 Electronic returns

6.4.1 Required data formats

Each electronic monthly return must have three files, to be labeled:

1. **PLSSUM** (Summary)

   A summary of the monthly return (includes building surveyor registration number, year, month and levy amount). See Section 6.4.2.

2. **PLSPER** (Permit data)

   The electronic version of the *Building Permit Levy Return*. See Section 6.4.3.

3. **PLSCERT** (Certificate data)

   The electronic version of the *Building Work Commencement, Completion or Permit Lapse Return*. See Section 6.4.4.

- Each file should consist of the variable number of records in comma-delimited format (txt).

- There must be no carriage returns, line feeds or spare lines within any of the data fields of a record.
- Each record is separated by a carriage return, line feed or spare line. These characters are optional after the last record in the file.
- Comma-delimited format looks like: “BS Number”, “Permit Number”, “Owner Number”, “Address”.
- Dates are to follow the following protocol: dd/mm/yyyy. The slash separator must be included in the date field. Any other fields, including the permit number, should not contain any other characters; i.e. *, #, %, etc.
- Each record must contain all columns, even if the column is left blank. Do not fill in columns or fields that don’t require information with a “0” or “n/a”.

6.4.2 Summary file

File name: PLSSUM.TXT

This file is to be completed for all electronic returns. It is a summary of the monthly return that you will be submitting.

6.4.3 Permit data file

File name: PLSPER.TXT

This file contains all required permit information as specified in the *Building Permit Levy Return*. (Refer section 11 for an example file).

6.4.4 Certificate data file

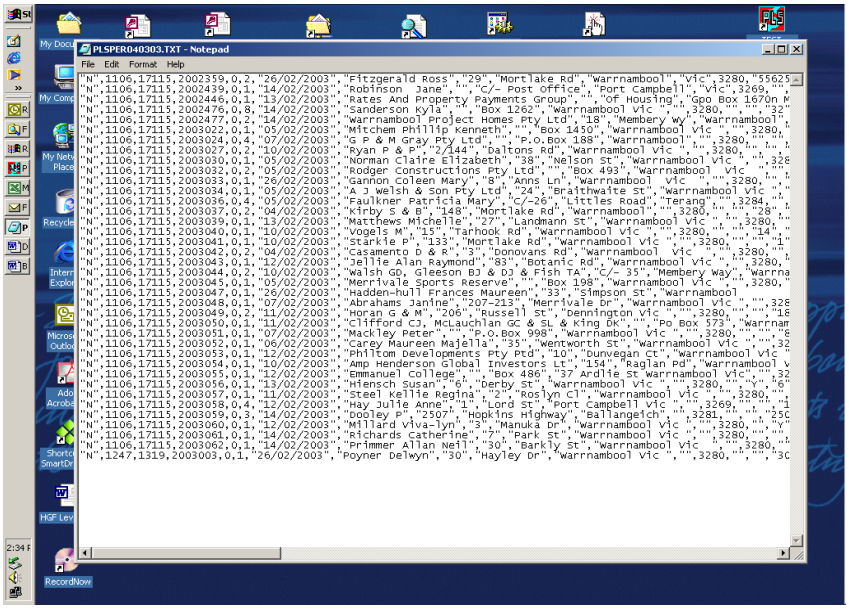
File name: **PLSCERT.TXT**

This file contains data as specified in the *Building Work Commencement, Completion or Permit Lapse Return*. (Refer section 11 for an example file).

6.4.5 Checking return data

It is recommended that you always check that all relevant information is included in your monthly return levy report. There are several ways to do this.

One method to check your data prior to forwarding to the VBA, is to open the text files that have been downloaded from your permit database. When opening in notepad, the data will appear as follows:

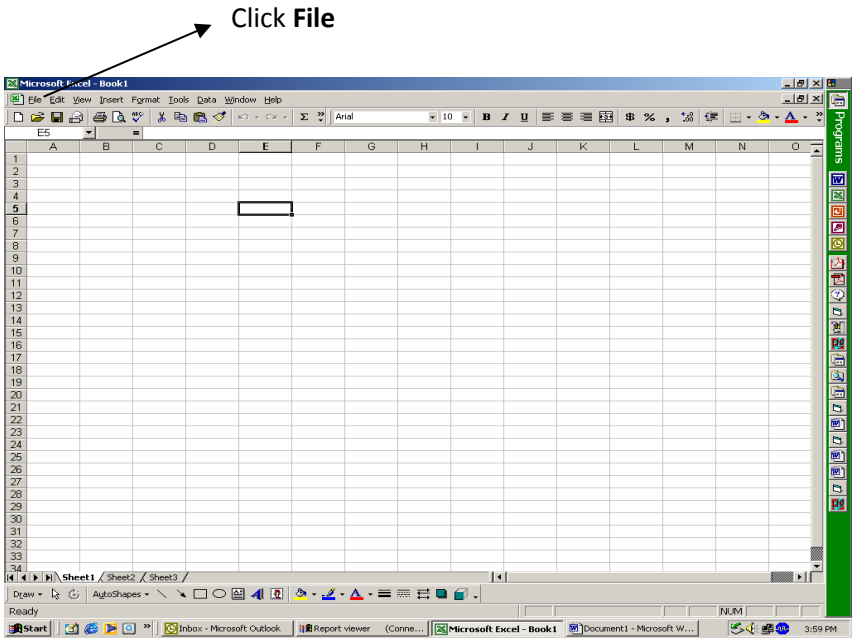


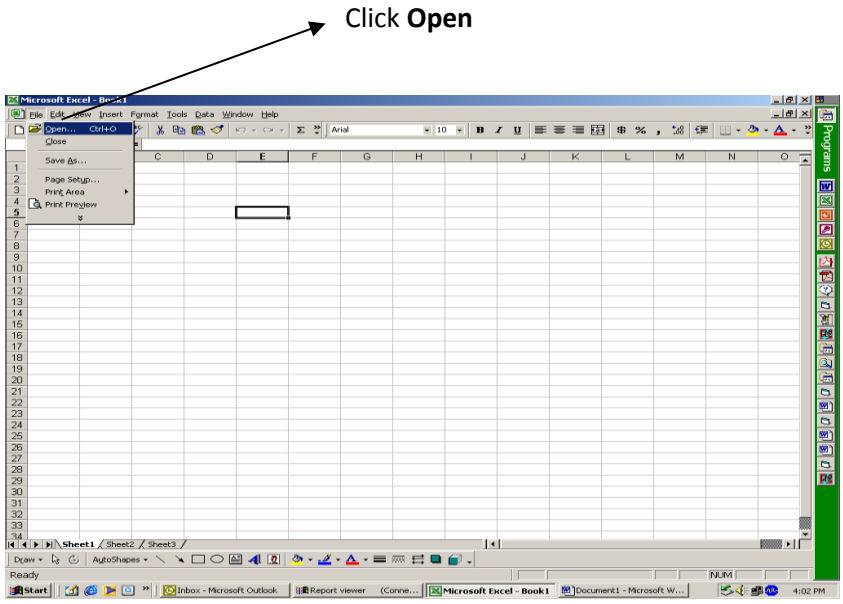
Checking the data this way can be very difficult and time consuming and is not necessarily recommended (see next Section).

6.4.6 Checking return data in Excel or spreadsheet format

To check the file, it is easier to do so in a spreadsheet application, such as Microsoft Excel.

Open the spreadsheet application:



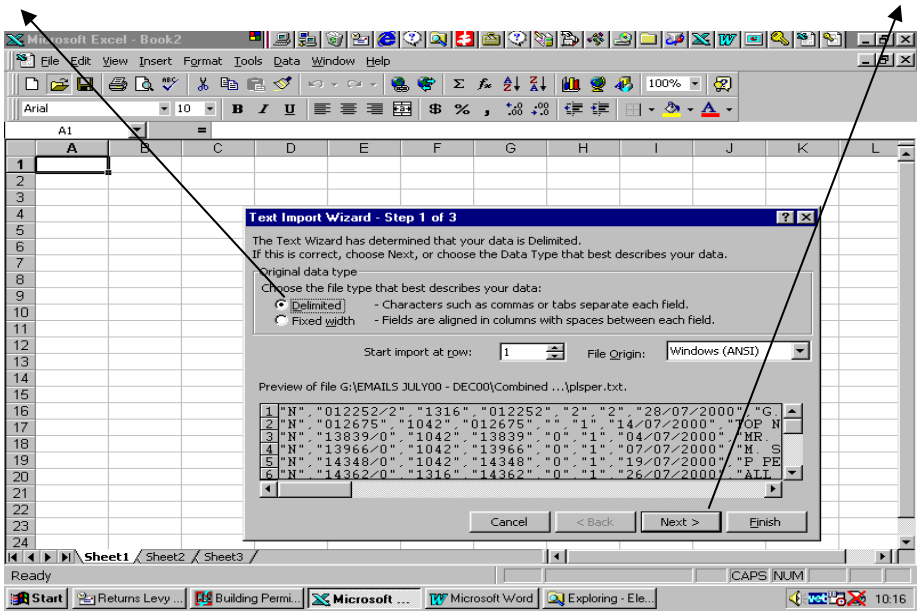


Locate the file and then double click on it. The **Text Import wizard** will appear.

Step 1

Select **delimited** (provides characters such as commas and tabs to separate the data)

Click **Next**

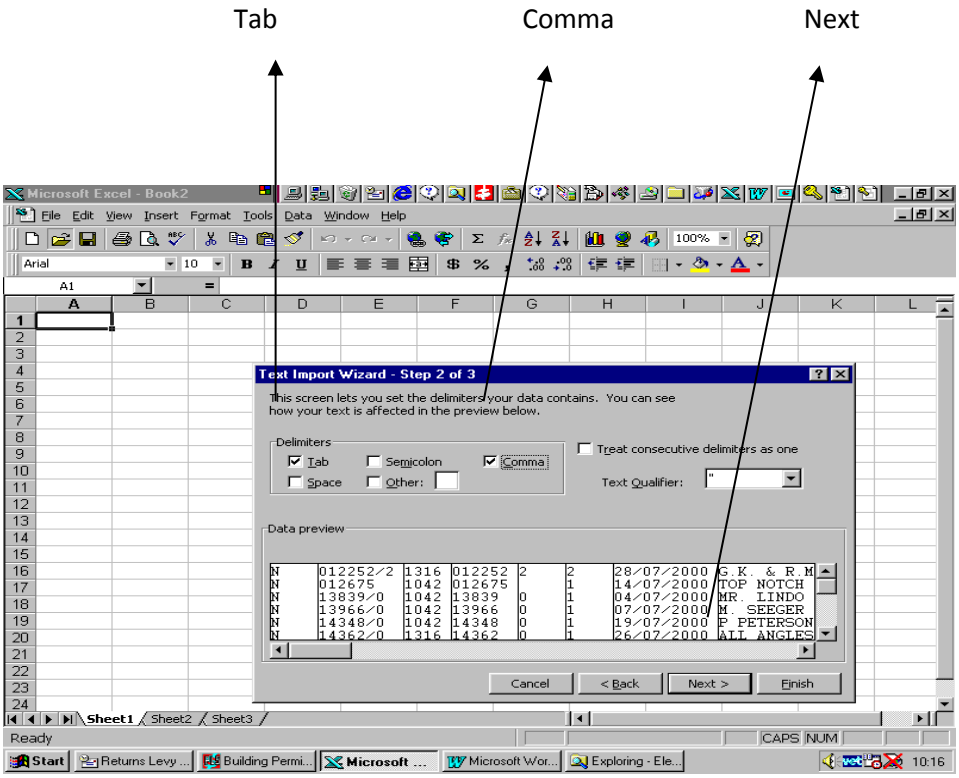


Step 2

A tick should automatically appear in **Tab** in the Delimiter box.

Check that the data appears and if it has not separated into columns you need to click on **comma** in the Delimiters Box. At this point, the data should separate into its own columns.

Click on **Next**.



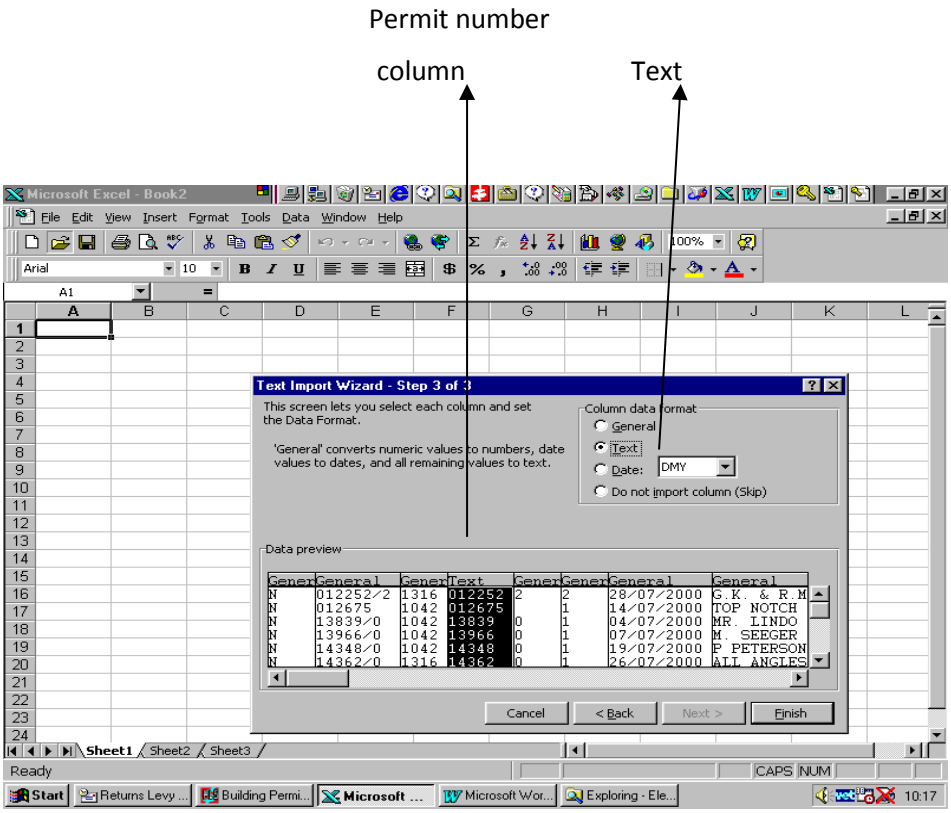
Step 3

The column data format (top right corner) should show ‘General’. This has converted all of the data in the file into a general format to make it easier to read.

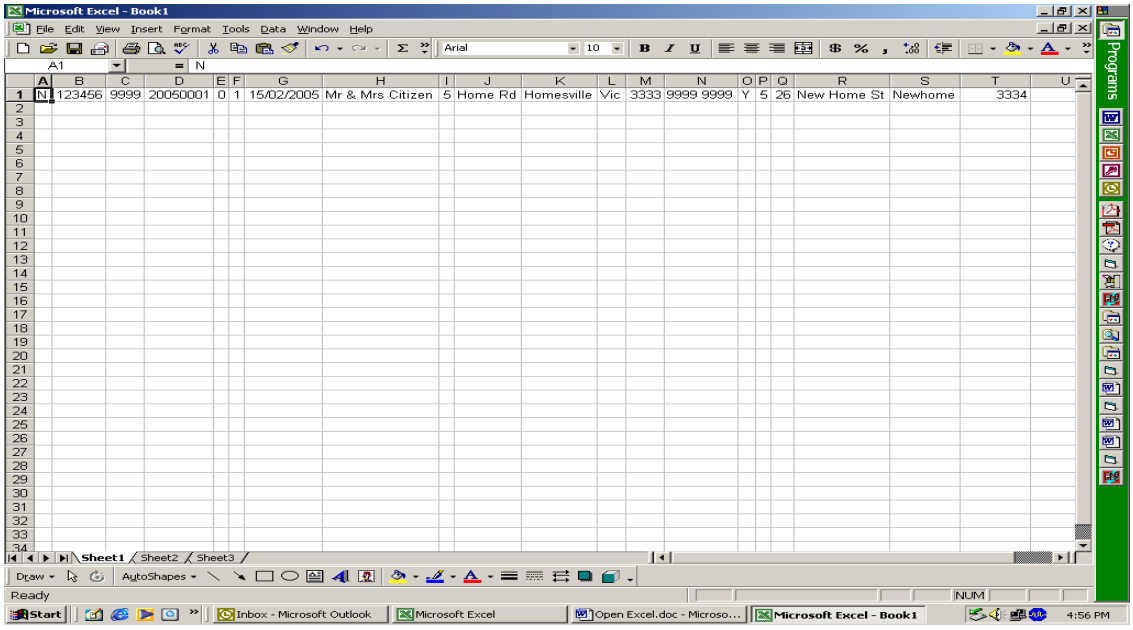
When the permit numbers commence with a zero and the data is converted into a general format for reading in a spreadsheet, the zeros are dropped.
For example, your permit number may be 000125, but if left as a ‘General’ field, the number will become 125.

To prevent this, click on the **permit number column**. Then click on **Text** in the Column Data Format Box.

The heading will change on this column from General to Text.



Then click on **Finish** and your data should appear in spreadsheet format, as below.



If there are no amendments to be made, close the file. There is no need to re-save the file.

Should you need to make adjustments to the record you must update the system and re-save the file. This must be done in either text or spreadsheet format. If this occurs the file must be re-named. Do not save any updated information over the original file.

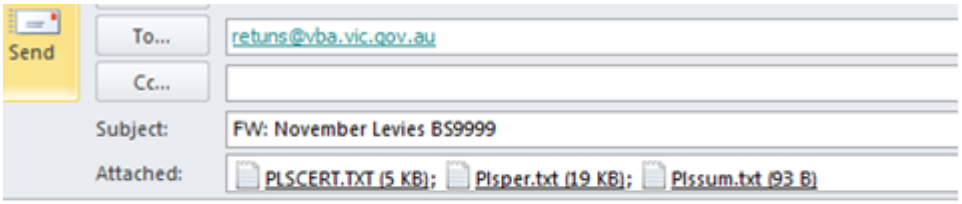
Where the information has not been updated correctly, VBA levy auditors may identify such errors or problems which can lead to unsatisfactory audit outcomes for the building surveyor.

Tip: *Any changes that need to be made to your submission must be updated in the file, re-named and re-saved. Changes made and then just re-saved will not be recovered. The Victorian* Building Authority *recommends re-running the report to ensure that the correct information is provided.*

6.5 Emailing your return

Attach the appropriate return files you have saved to your computer and email to returns@vba.vic.gov.au

In the subject line, please include the return month, year and relevant building surveyor registration number (or lodging organisation number).

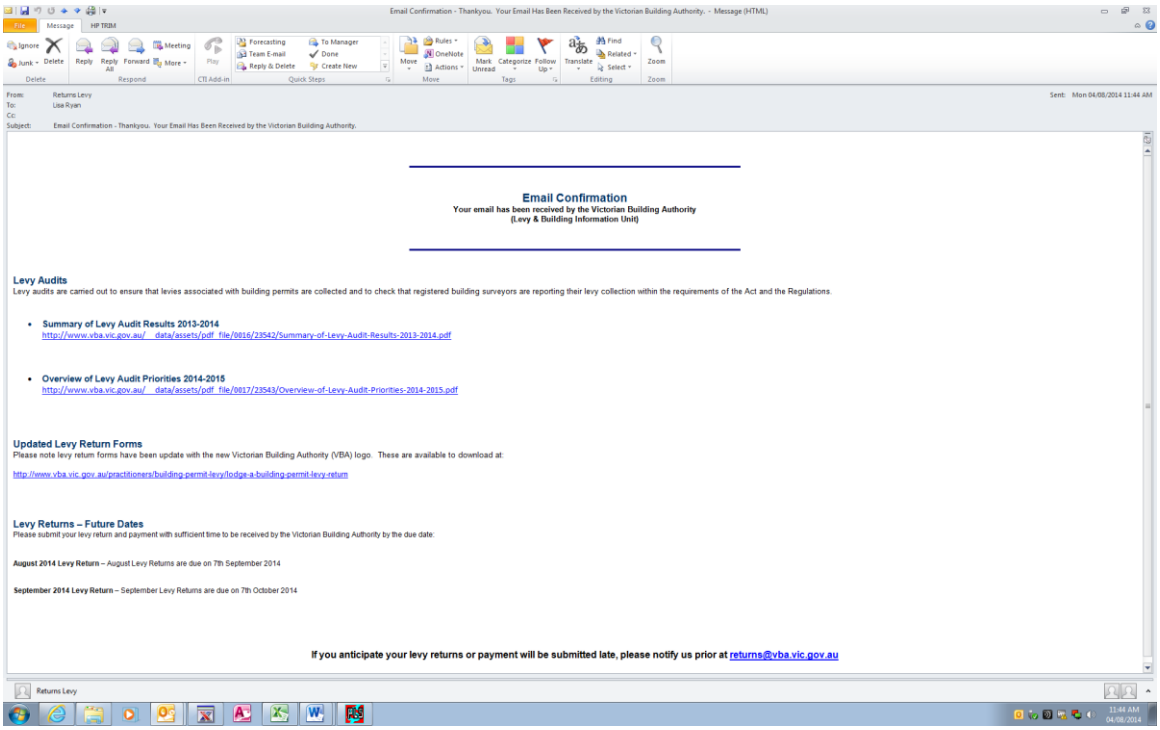


Please find attached monthly levy permit data for BS-9999

Regards
Joe Smith BS-9999

Then send.

When the monthly return is received by the VBA, a return confirmation email is automatically generated to notify you that the return has been received, as below:



6.6 Manual returns

6.6.1 Guidelines to complete return forms manually

For printed *Building Permit Levy Return* and *Building Work Commencement, Completion or Permit Lapse Return.* Refer section 11.

6.6.2 Manual lodgement via Australia Post

Where returns are posted, **building surveyors are required to ensure that it is posted in sufficient time to ensure they are received by the VBA no later than the seventh day of the month**, following the month to which the return relates (i.e. if the return form relates to April, the forms must be received by the VBA no later than 7 May).

Returns should be mailed to:

Levy and Building Information Unit

Victorian Building Authority

PO Box 536E

Melbourne Vic 3001

6.7 Preferred method of lodgement

It is suggested that you consider lodging manual Levy Return Forms via e-mail (returns@vba.vic.gov.au), to avoid postal delays. You will receive an email confirmation, to confirm receipt.

Tip: *Sending your files electronically will prevent your returns being delayed in the post. When returns are constantly late, the matter may be referred to either Levy Audit or the Compliance & Performance Unit for investigation, or the Building Practitioners Board.*

7. Payments

7.1 Making your levy payment

The VBA accepts payment of applicable levies in two forms:

- Direct credit; or
- Cheque.

Payment of a levy by BPay or credit card is not available.

7.1.1 Direct credit payments

To pay your building permit levy payments by direct credit please contact the Levy and Building Information Unit on (03)9618 9464.

When making payments by electronic means, you will be required to include your unique numerical identification code as a description on the payment. A unique eight digit identification number will be allocated to you on request, for example "22004321"

7.1.2 Cheque payments

Payments by cheque must be made payable to the **Victorian Building Authority** for the total amount of your levy return. Refer to, http://www.vba.vic.gov.au/__data/assets/pdf_file/0019/21097/PN-52-2014-Payment-of-Building-Permit-Levy-by-Third-Party-Cheque.pdf

You are reminded to ensure that:

- The amount in figures is the same as the amount written in words
- You have dated the cheque
- You have signed the cheque.

Cheques should be posted with your return to:

Levy and Building Information Unit

Victorian Building Authority

PO Box 536E

Melbourne Vic 3001

Cheques drawn by third parties (clients) cannot be accepted towards payment of the amount of the building permit levy.

7.2 Remittance form (return coversheet)

The VBA provides a coversheet that is required to be signed and included with all returns. This enables the VBA Levy and Building Information Unit to reconcile your payment against your return. (Refer section 11).

Tip: *It is the responsibility of the relevant building surveyor to ensure that the information is complete and correct and to certify the return.*

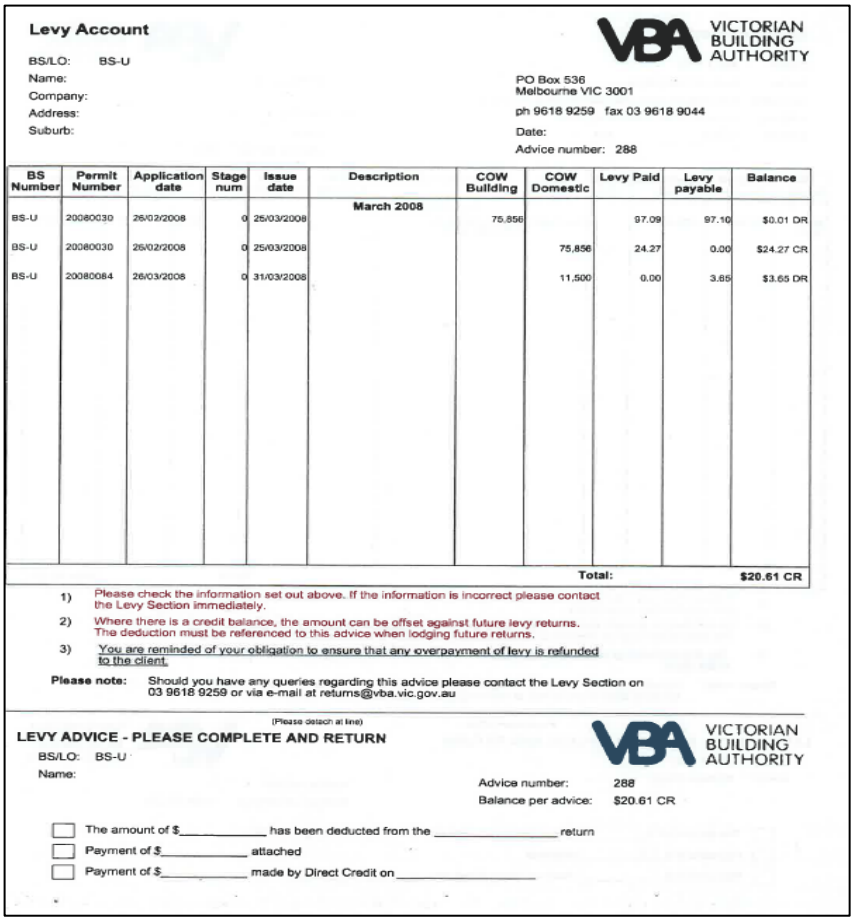
8. Reconciliation of returns

8.1 What will happen if your return does not balance

The Levy and Building Information Unit issues a *Levy Advice* account to report instances of over or under payment of levy payments.

The levy advice shows the relevant building surveyor the:

- building Permit number
- site address with a brief description when required
- cost of building work
- levy payment received (paid)
- levy payment required based upon the cost of the building work reported
- balance owing or overpaid.



Levy Account

BS/LO: BS-U
Name:
Company:
Address:
Suburb:

VICTORIAN BUILDING AUTHORITY
PO Box 536
Melbourne VIC 3001
ph 9618 9259 fax 03 9618 9044
Date:
Advice number: 288

BS Number	Permit Number	Application date	Stage num	Issue date	Description	COW Building	COW Domestic	Levy Paid	Levy payable	Balance
					March 2008					
BS-U	20080030	26/02/2008	0	25/03/2008		75,856		97.09	97.10	$0.01 DR
BS-U	20080030	26/02/2008	0	25/03/2008			75,856	24.27	0.00	$24.27 CR
BS-U	20080084	26/03/2008	0	31/03/2008			11,500	0.00	3.65	$3.65 DR
								Total:		$20.61 CR

1) Please check the information set out above. If the information is incorrect please contact the Levy Section immediately.
2) Where there is a credit balance, the amount can be offset against future levy returns. The deduction must be referenced to this advice when lodging future returns.
3) You are reminded of your obligation to ensure that any overpayment of levy is refunded to the client.

Please note: Should you have any queries regarding this advice please contact the Levy Section on 03 9618 9259 or via e-mail at returns@vba.vic.gov.au

(Please detach at line)

LEVY ADVICE - PLEASE COMPLETE AND RETURN

VICTORIAN BUILDING AUTHORITY

BS/LO: BS-U
Name:

Advice number: 288
Balance per advice: $20.61 CR

☐ The amount of $_____ has been deducted from the _____ return
☐ Payment of $_____ attached
☐ Payment of $_____ made by Direct Credit on _____

It is requested that each item is investigated and if agreed, the detachable section at the bottom of the *Levy Advice* account is forwarded to the Levy and Building Information Unit with the appropriate payment.

Where there is a credit balance, the amount can be offset against future levy returns. The deduction must be referenced to the advice when lodging future returns, using the levy return coversheet.

Please remember, you have an obligation to ensure that any overpayment of levy is refunded to the client.

Tip: *Accuracy is the key. It is important to ensure that calculations are accurate and the correct levy has been collected from the applicant.*

9. Statistics

9.1 ABS statistics

The VBA provides access to building statistics that you may find useful in understanding the building industry and assisting your business.

Building approval statistics are a leading economic indicator of construction activity. They are widely used by government, business and the community for planning and decision-making. This includes planning for the provision of services and infrastructure.

Until 1997, the ABS collected building approvals directly from building surveyors in Victoria. As the VBA also requires much of the same information, the two organisations agreed that the VBA would collect all the data required and transfer it to the ABS. The result is that building surveyors only have to provide information once.

The timeliness and completeness of the data are important to ensure that the highest quality information is available. The ABS checks each record and where information supplied through the VBA is missing, or unclear, will query the details of that building directly with the building surveyor. The number of ABS queries to building surveyors can be minimised by ensuring that all required information is provided when the permit details are lodged with the VBA.

Data is released by the ABS every month in a range of formats, including printed publications and features on the ABS website www.abs.gov.au.
They are also available via the VBA website at http://www.vba.vic.gov.au/a-z-information/VBA-data

10. Levy audits

Levy audits are conducted on building surveyors by the VBA levy auditors. The main aim of levy audits is to ensure the completeness and accuracy of the monthly levy returns submitted to the VBA by building surveyors. http://www.vba.vic.gov.au/practitioners/performance-audit

A levy audit can also help building surveyors with troubleshooting problem areas in regards to the reporting of levy returns.

10.1 Common audit findings

Some common audit findings are as follows:

- ***Users***

  All computer software used to manage building permit information is only as good as the information that is entered into it. It has been observed that if staff are not trained to operate the software properly, it may result in incorrect information being stored and reported to the VBA. It is important for staff using the software to understand the impact of their actions. For example, omission of the "issue date" field may result in the permit not being reported to the VBA.

- ***Inconsistent use of permit numbering format***

  Please refer to Section 4.1 for the correct permit numbering format required. If building surveyors reset their permit numbers, it is important to ensure that the year-identifier is reported to the VBA as part of the permit number. This ensures that all permits reported by the building surveyor have a unique permit number. The use of a consistent numbering format will also help the building surveyor track and control the issue of permits.

- ***Amended or varied permits***

  If changes are required to an existing permit, they must be reported to the VBA. Most

software programs extract permits for the monthly levy reports based on issue dates. Such permits should be separately identified and be reported to the VBA.

- ***Input of permits after monthly levy return is generated***

  There have been instances where a building permit's issue date was entered into the computer after the levy returns for the particular month had been generated. This may result in the permit not being reported to the VBA. The risk of this error occurring is particularly high where the staff generating the monthly returns is different from the staff responsible for the data input, or where the permit is not generated by the same software that stores and manages the permit data.

- ***GST***

  In determining the cost of building work for the purpose of calculating the building permit levy, the amount of GST included in the cost of building materials and the cost of labour must be included.

- ***Stage Permits***

  Building surveyors should ensure that the total cost of building work reported to the VBA on individual stage permits agrees with the total project cost of building work. A reconciliation should be conducted to ensure that the final cost of building work has been accurately reported and levy paid to the VBA for the total project.

10.2 Other audit issues

10.2.1 Application date

The application date has been defined as the date the completed application form for a building permit is received by the building surveyor. It is not the applicant's signed date on the form.

For example, if an applicant form shows a signed date of 27 December 2013, and it was received by the building surveyor via fax on 5 January 2014, the correct application date is 5 January 2014.

To help record the correct application dates, many building surveyors date stamp the application forms when received from applicants. This will ensure that the correct application date is input into the system especially when there is an input backlog.

The entering of correct application dates into the computer system is important in the event of a levy rate change.

10.2.2 Update computer software

If computer software is used by the building surveyor to meet their reporting obligations, it is important to ensure that the software used is updated regularly to reflect any changes in the reporting requirements, levy rate change or general system enhancements.

It can also be useful for building surveyors to network with other building surveyors using the same computer software. It provides an avenue for building surveyors to share the issues and solutions encountered in using the software. As some software providers send their representatives to some of these group discussions, it can be very effective in communicating changes required in the software directly to the providers.

10.2.3 Data conversion

A backup of all electronic data should be carried out on a regular basis in the event of a system crash or other unforeseen circumstances.

Before a data conversion is undertaken by a building surveyor, it is important to ensure that a data backup is completed and can be retrieved electronically when required.

10.2.4 Retention of records

Under the Section 324 of the *Building Regulations 2006*, councils are required to keep all relevant building documents and information for 10 years.

Private building surveyors are required to keep their records for 10 years as advised under their professional indemnity insurance contract.

11. Further information

11.1 Building Permit Levy Related Forms and Practice Notes

Below are a number of levy related forms and Practice Notes. Please contact Levy & Building Information Unit with any queries.

Form 1-Application for Building Permit

http://www.vba.vic.gov.au/__data/assets/pdf_file/0015/20184/Form-1-Application-for-a-building-permit.pdf

Building Permit Levy Return

http://www.vba.vic.gov.au/practitioners/building-permit-levy/lodge-a-building-permit-levy-return

Return Cover Sheet

http://www.vba.vic.gov.au/practitioners/building-permit-levy/lodge-a-building-permit-levy-return

Building Work Commencement, Completion or Permit Lapse Return

http://www.vba.vic.gov.au/practitioners/building-permit-levy/lodge-a-building-permit-levy-return

Selection of method of lodgment

http://www.vba.vic.gov.au/__data/assets/pdf_file/0005/18644/Request-For-Consent-to-Terminate-a-Building-Surveyor-Form.pdf

Retirement/Termination

http://www.vba.vic.gov.au/__data/assets/pdf_file/0005/18644/Request-For-Consent-to-Terminate-a-Building-Surveyor-Form.pdf

Finalising Building Permits after the Death of the Relevant Building Surveyor

http://www.vba.vic.gov.au/__data/assets/pdf_file/0009/20106/13-May-Finalising-building-permits-after-the-death-of-the-RBS-attachment.pdf

Practice Notes

http://www.vba.vic.gov.au/practitioners/practitioner-resources/building-practitioner-resources

Regulation 321 – Building Permit Levy Return

Reference Number	Name	Description
Permit Details		
1	Building Surveyor Number	The registration number of the building surveyor who issued the building permit
2	Permit Number	A number used to identify a building permit issued in Victoria
3	Stage Number	A number to identify the stage of a building project the building permit relates to. For single stage projects, the stage is zero. For multi stage projects the first stage is identified as one, the second stage as two etc.
4	Date of Issue	The date on which the building permit was issued.
5	Application Date	The date on which the completed application form for a building permit is received by the Building Surveyor
6	Previous Permit Number	When a building permit has been previously issued by a Building Surveyor and can not complete the work. Full details of the previous building permit number, including the Building Surveyor Registration Number/Permit Number/Stage Number, are required
Owner Details		
7	Owner Name	The name of the owner to whom a building permit is issued
8	Owner Street Number	The street number of owner's address
9	Owner Street Name	The street name of owner's address
10	Owner Suburb	The suburb of owner's address
11	Owner State	The state of owner's address
12	Owner Postcode	The postcode of owner's address
13	Owner Phone	The telephone number of owner
14	Owner - Builder (Yes/No)	Owner - builder indicator, Y = Yes or otherwise blank
15	If Yes – Certificate of Consent Number	*Certificate of Consent* number issued to the owner/builder by the Building Practitioners Board to carry out domestic building work , valued greater than $12,000
Property Details		
16	Unique Property Identifier – SPI number (if know)	Land Victoria identifier of property
17	Lot/s	The lot number of the property , if applicable
18	Street Number	The street number of the property , if applicable
19	Street Name	The street name of the property
20	City/Suburb/Town	The suburb of the property
21	Postcode	The postcode of the property
22	Municipal District	The Municipal Council Numeric code of the property location. Refer to BC Building Information Codes Quick Reference
23	Private, or Local/State/Commonwealth land ownership	A code showing ownership of the property : • Private (P) • Local Government (L) • State Government (S) • Commonwealth Government (C) Refer to BC Building Information Codes Quick Reference

Details of Builder engaged in the building work		
24	Builder Registration Number	The registration number of a builder registered in Victoria as provided by the Building Practitioners Board
25	Builder Name	Name of the registered builder
26	Builder Company Name	Name of the Building Company the builder is employed by, if applicable
27	Builder Street Number	The street number of the builder's address
28	Builder Street Name	The street name of the builder's address
29	Builder Suburb	The suburb of the builder's address
30	Builder State	The state of the builder's address
31	Builder Postcode	The postcode of the builder's address
32	Builder Phone	The telephone number of the builder
Details of draftsperson* or architect* engaged to prepare documents		
33	Registration Number	The registration number of a draftsperson registered in Victoria as provided by the Building Practitioners Board, or The registration number of the architect registered in Victoria as provided by the Victorian Architects Board
34	Name	Name of the registered draftsperson/architect
35	Company	Name of the Company the draftsperson/architect is employed by , if applicable
36	Phone	The telephone number of the draftsperson/architect
Description of Building Work		
37	Nature of building work	A description of the work type(s) involved in the building work to be undertaken. There are eight different work types • 01 New building • 02 Re-erection • 03 Extension • 04 Alteration • 05 Change of use • 06 Demolition • 07 Removal • 08 Other Refer to BC Building Information Codes Quick Reference
38	BCA Classification(s)	The building classification code of buildings and structures as issued by the Australian Building Codes Board. Refer to BC Building Information Codes Quick Reference
39	Intended Use of Building	A detailed description of the intended use of the building.
40	Allotment of area (m2)	Site area or size of the building block in square metres on which new building work is to be carried out.
41	Total Floor area of new building work (m2)	New floor area (in square metres) created by the building job: 1. Applies to all new building work including alterations and additions when new floor space is created. 2. Do not include unenclosed carports, verandahs etc.
42	Number of Storeys	Number of storeys for all new building work, including below ground storeys in the project (includes dwellings and commercial building work).
43	Floor Material	Material of the floor for construction of all new buildings. There are three different material codes : • 20 Concrete or stone • 40 Timber • 80 Other Refer to BC Building Information Codes Quick Reference

44	External Wall Material	Material of load bearing walls for construction of all new buildings. There are nine different material codes : • 11 Brick, double • 12 Brick, veneer • 20 Concrete or stone • 30 Fibre cement • 40 Timber • 50 Curtain glass • 60 Steel • 70 Aluminium • 80 Other Refer to BC Building Information Codes Quick Reference
45	Roof Cladding Material	Material of the roof for construction of all new buildings. There are six different material codes : • 10 Tiles • 20 Concrete or slate • 30 Fibre cement • 60 Steel • 70 Aluminium • 80 Other Refer to BC Building Information Codes Quick Reference
46	Frame Material	Material of the frame for construction of all new buildings. There are four material codes : • 40 Timber • 60 Steel • 70 Aluminium • 80 Other Refer to BC Building Information Codes Quick Reference
47	No. of existing dwellings	Number of existing dwelling units before construction work commenced
48	No. of dwellings demolished	Number of dwelling units to be demolished under the approved building job
49	No. of new dwellings	Number of additional dwelling units created by the approved building job.
Sustainability Details		
50	Solar Hot Water (Y/N)	Solar Hot Water indicator for domestic work Y = Yes or otherwise Blank
51	Rainwater Tank (Y/N)	Rainwater Tank indicator for domestic work Y = Yes or otherwise Blank
Details of relevant planning permit		
52	Planning Permit Number	Identification of principal planning permit number
53	Date of issue of planning permit	The date on which the planning permit was issued
Cost of Building Work		
54	Total estimated cost or contract sum of project	This is the total cost of the project. The sum of all stages
55	Cost of building work applicable to this permit	The cost of building work relating to the particular stage. The figure used to calculate the amount of building permit levy payable.
56	Estimated cost or contract sum of domestic building work applicable to this project	The cost of domestic building work relating to the particular stage. The figure used to calculate the amount of HIH levy payable.

Levy Amount		
57	General Levy Amount	The amount of building permit levy payable in respect to the issue of the building permit. Calculated at the rate of .0128 cents in the dollar on the estimated value of building work /contract sum.
58	HIH Levy Amount	The amount of HIH levy payable in respect to the issue of the building permit. Calculated at the rate of .032 cents in the dollar on the estimated value of building work /contract sum
59	Total Levy Amount	The sum of General Levy & HIH Levy payable

Summary file (PLSSUM)

Field number	Column number (spreadsheet use only)	Field name	Data type	Maximum length	Data example	Explanation
1	**A**	Issuing building surveyor registration number or Lodging building surveyor (registration number)	Numeric	10	1234	Do not include BS, BS-U or BS-L prefix LO prefix is accepted
2	**B**	Return year	Numeric	4	2006	
3	**C**	Return month	Numeric	2	3	1 = January 2 = February 3 = March 4 = April 5 = May 6 = June 7 = July 8 = August 9 = September 10 = October 11 = November 12 = December
4	**D**	Total levy amount for this return	Currency	10	45.78	No $ symbol. Use period (full stop) to separate dollars and cents.

Note: This file should be lodged as the "PLSSUM" file.

Permit data file (PLSPER)

Field number	Column number (spreadsheet use only)	Field name	Data type	Max length	Data example(s)	Explanation
1	**A**	Record Type	Alpha	1	N A	**(Default code) N = new permit details** A = amend previous permit details
2	**B**	Building Surveyor Internal Reference	Alpha - Numeric	20		Optional reference number, usually client or project identification. **Cell can be left blank.**
3	**C**	Issuing Building surveyor Registration Number	Numeric	10	1234	Do not include BS, BS-U or BS-L prefix
4	**D**	Building Permit Number	Numeric	20	20060001	Numeric field only. Do not include BS, BS-U, BS-L \ / - or stage numbers.
5	**E**	Building Permit Stage Number	Numeric	3		**Default code is 0.** 0 = no stages 1 = stage 1 2 = stage 2 3 = stage 3 etc.
6	**F**	Multiple Building Information Records	Numeric	2	**1= one building record (default code)** 2 = second record but same building permit number etc.	Numerical indicator identifying separate records which relate to the same building permit number. Optional, in line with best practice developed in the industry, a separate record is created to accommodate separate building /use etc.
7	**G**	Date of Permit Issue	Date	10	01/09/2006	Must be in **dd/mm/yyyy** format
8	**H**	Application Date	Date	10	01/09/2006	Must be in **dd/mm/yyyy** format
9	**I**	Previous Permit No.	Alpha-Numeric	30	100/200502/0	Include: BS number Permit number Stage number & separate by a slash (/) **Cell can be left blank**
10	**J**	Property Owner Name(s)	Alpha-Numeric	100	John W Van Heizen	Person or Company name

					Walter Edmonds & Co Pty Ltd	Details must be entered in this cell
11	**K**	Owner Street Number	Alpha-Numeric	40	Suite 10 1191 to 1197 A	Use \ to separate numbers. (do not use / or - in this cell). No PO BOX numbers to be included here.
12	**L**	Owner Street Name	Alpha-Numeric	100	Fitzgerald Crescent	Street Name & Road Type PO BOX numbers should be included here.
13	**M**	Owner Suburb/Town	Alpha	30	Malvern	Suburb or Town
14	**N**	Owner State	Alpha	3	Vic	State Abbreviation VIC, SA, QLD, WA, TAS, NT, NSW, ACT.
15	**O**	Owner Post Code	Numeric	4	3144	Postcode
16	**P**	Owner Telephone	Numeric	20	03 9822 4838	Telephone number with STD code outside of Melbourne Do not include ( ) - or spaces
17	**Q**	Owner-builder	Alpha	1	Y	Y = owner-builder, otherwise blank.
18	**R**	If Y – Certificate of Consent Number	Numeric	10	101	*Certificate of Consent* Number issued to the owner/builder by the Building Practitioners Board. **Otherwise blank, do not enter N/A.**
19	**S**	Unique Property Identifier –SPI Number	Alpha-numeric	100		Identification of principal building site/s. If there is more than one separate by comma.
20	**T**	Site Lot Number	Alpha-Numeric	40	27 28 29a	If applicable. Either street number or lot number must be specified. Space required between numbers if multiple lots.
21	**U**	Site Street Number	Alpha-Numeric	40	Suite 10 1191-1197 A	Use \ to separate numbers. (do not use / or - in this cell). No PO BOX numbers to be included here.
22	**V**	Site Street Name	Alpha-Numeric	100	Fitzgerald Road	Street Name & Road Type PO BOX numbers should be included here.
23	**W**	Site Town/Suburb	Alpha	30	Malvern	Suburb or Town
24	**X**	Site Post Code	Numeric	4	3144	Postcode

25	**Y**	Site Municipality Code	Numeric	3	63	BC code for municipality 63 = City of Stonington
26	**Z**	Ownership Sector	Alpha	1		P = Private C = Commonwealth Government S = State Government L = Local Government
27	**AA**	Builder Registration Number	Alpha - Numeric	20	DBUXXXX	Registration number as provided by the Building Practitioners Board. **No spaces or - to be included here.**
28	**AB**	Builder Name	Alpha-Numeric	100	Geoff Smith	Real Person
29	**AC**	Builder Company Name	Alpha-Numeric	100	Bob Constructions Pty Ltd	Name of Company Practitioner works for
30	**AD**	Builder Street Number	Alpha-Numeric	40	Flat 2 29a	Use \ to separate numbers. (do not use / or - in this cell). No PO BOX numbers to be included here.
31	**AE**	Builder Street Name	Alpha	100	Fitzgerald Road	Street Name & Road Type PO BOX numbers should be included here.
32	**AF**	Builder Town/Suburb	Alpha	30	Malvern	Suburb or Town
33	**AG**	Builder State	Alpha	3	NSW	State Abbreviation VIC, SA, QLD, WA, TAS, NT, NSW, ACT.
34	**AH**	Builder Post Code	Numeric	4	3144	Postcode
35	**AI**	Builder's Phone	Numeric	20	96661234	Telephone number with STD code outside of Melbourne. Do not include ( ) - or spaces
36	**AJ**	Draftsperson or Architect Reg. No	Alpha-Numeric	10	DP1234	Registration Number of Practitioner. No spaces, / or - to be included here
37	**AK**	Draftsperson or Architect Name	Alpha	100	Joe Drawer	Real Person
38	**AL**	Draftsperson or Architect Company Name	Alpha-Numeric	100	Drawings Pty Ltd	Name of Company Practitioner works for
39	**AM**	Draftsperson or Architect Phone	Numeric	20	96661234	Telephone number with STD code outside of Melbourne
40	**AN**	Nature of Work Code	Numeric	2		BC code for Nature of Work.

41	**AO**	Nature of Work Code	Numeric	2		At least one code must be used. Do not repeat code. 1 = New building 2 = Re-erection 3 = Extension 4 = Alteration 5 = Change of use 6 = Demolition 7 = Removal 8 = Other
42	**AP**	Nature of Work Code	Numeric	2		
43	**AQ**	Nature of Work Code	Numeric	2		
44	**AR**	Nature of Work Code	Numeric	2		
45	**AS**	Building Classification	Alpha - Numeric	5	1aii	BCA Classification. At least one code must be used. Do not repeat codes. No brackets.
46	**AT**	Building Classification	Alpha - Numeric	5	9a	
47	**AU**	Building Classification	Alpha - Numeric	5		
48	**AV**	Building Classification	Alpha - Numeric	5		
49	**AW**	Building Classification	Alpha - Numeric	5		
50	**AX**	Description /Use of Building	Alpha Numeric	250		Description of the intended use of the building work. Include BAL rating here. For example, *BAL-LOW*
51	**AY**	Allotment Area (square metres)	Numeric	10	2345	Square Metres notation (m2) not to be included in the field. Rounded to closest whole dollar.
52	**AZ**	Total Floor Area (square metres)	Numeric	6	1234	
53	**BA**	Number of Storeys	Numeric	2		**(Default code = 1)**
54	**BB**	Floor Material	Numeric	2		BC code for materials. 10 = Tiles 11 = Double brick 12 = Brick veneer 20 = Concrete/Stone/Slate 30 = Fiber cement 40 = Timber 50 = Curtain class 60 = Steel 70 = Aluminium 80 = Other **Should be included where possible - otherwise blank.**
55	**BC**	External Wall Material	Numeric	2		
56	**BD**	Roof Cladding Material	Numeric	2		
57	**BE**	Frame Material	Numeric	2		
58	**BF**	Number of Existing Dwellings	Numeric	3		**(Default code = 0)**
59	**BG**	Number of Dwellings - Demolished	Numeric	3		**(Default code = 0)**
60	**BH**	Number of New Dwellings	Numeric	3		**(Default code = 0)**

61	**BI**	Solar Hot Water	Y/N	1	Y	Y= Solar Hot Water tank has been fitted. (Default code = blank)
62	**BJ**	Rainwater Tank	Y/N	1	Y	Y= Rainwater tank has been fitted. (Default code = blank)
63	**BK**	Planning Permit Number	Alpha-Numeric	100		Identification of principal planning number/s. If there is more than one separate by comma.
64	**BL**	Date of Issue of Planning Permit	Date	10	01/09/2006	**dd/mm/yyyy**
65	**BM**	Total Estimated Cost of Project	Numeric	15		Total Cost of Project. Sum of all stages. **Must be included.**
66	**BN**	Cost of Building Work	Numeric	15	100000	No $ symbol. No commas. To be rounded to whole dollars, no decimals. Enter 0.00 if nothing to report - do not leave blank.
67	**BO**	Levy Amount on Cost of Building Work	Currency	10	128	No $ symbol. Period (full stop) separates dollars and cents. Enter 0.00 if nothing to report - do not leave blank.
68	**BP**	Cost of Domestic Building Work	Numeric	15	100000	No $ symbol. No commas. To be rounded to whole dollars, no decimals. Enter 0.00 if nothing to report - do not leave blank.
69	**BR**	Total Levy Paid	Currency	10	160	No $ symbol. Period (full stop) separates dollars and cents. Enter 0.00 if nothing to report - do not leave blank.

Note: This file should be lodged as the "PLSPER" file.

Summary file (PLSCERT)

Field number	Column number (spreadsheet use only)	Field name	Data type	Maximum length	Data example	Explanation
1	**A**	Issuing building surveyor registration number	Numeric	10	1234	Do not include BS, BS-U or BS-L prefix
2	**B**	Building permit number	Numeric	20	234876	Numeric field only. Do not include BS, BS-U, BS-L numbers, \ / - or stage numbers. Must match original permit number.
3	**C**	Building permit stage number	Numeric	3	1	**Default code is 0** 0 = no stages 1 = stage 1 2 = stage 2 3 = stage 3 etc. This field should contain numbers only (no letters).
4	**D**	Permit date of issue	Date	10	01/12/2006	Must be in dd/mm/yyyy format Must match the date of issue on the original building permit.
5	**E**	Commencement of Works or First inspection date	Date	10	01/12/2006	Must be in **dd/mm/yyyy** format
6	**F**	Date of occupancy permit /certificate of final inspection	Date	10	01/12/2006	Must be in **dd/mm/yyyy** format
7	**G**	Occupancy permit / certificate of final inspection certificate number	Numeric	10		Where multiple certificates are issued, list all separately one record per each certificate issued.
8	**H**	Date the project or permit lapsed or was abandoned	Date	10	01/12/2006	Must be in **dd/mm/yyyy** format

Note: This file should be lodged as the "PLSCERT" file.

11. 2 BCA Classifications

BCA CLASS		CLASSIFICATION OF BUILDING AND STRUCTURES	Code to be Reported
1	a	One or more building(s) which in association constitute – a single dwelling, being-	
	1ai	A detached house; or	1ai
	1aii	one of a group of two or more dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house, or villa unit, which is not located above or below another dwelling or another class of building other than a private garage; or	1aii
	1b	a boarding house, guest house, hostel or the like	1b
	1bi	with a total area of all floors not exceeding 300m² measured over the enclosing walls of the Class 1b; and	1bi
	1bii	in which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another Class of building other than a private garage.	1bii
2		A building containing 2 or more sole-occupancy units each being a separate dwelling	2
3		A residential building, other than of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including-	
	3a	A boarding-house, guest house, hostel, lodging house or backpackers accommodation; or	3a
	3b	A residential part of a hotel or motel; or	3b
	3c	A residential part of a school; or	3c
	3d	Accommodation for the aged, disabled or children; or	3d
	3e	A residential part of a health-care building which accommodates members of staff; or	3e
	3f	A residential part of a detention center.	3f
4		A dwelling in a building that is Class 5, 6, 7, 8, or 9 if it is the only dwelling in the building	4

5		An office building used for professional or commercial purposes, excluding buildings of Class 6, 7, 8, or 9.	**5**
6		A shop or other building for the sale of goods by retail or the supply of services direct to the public, including-	
	6a	An eating room, café, restraint, milk or soft drink bar; or	**6a**
	6b	A dining room, bar, shop, or kiosk part of a hotel or motel or	**6b**
	6c	A hairdresser's or barber's shop, public laundry or under takers establishment, or	**6c**
	6d	Market or sale room, show room or service station	**6d**
7		A building which is;	
	7a	A car park, or	**7a**
	7b	For storage, or display of goods or produce for sale by wholesale	**7b**
8		A laboratory, or a building in which a handcraft or process for the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce is carried on for trade, sale or gain.	**8**
9		A building of a public nature-	
	9a	A health-care building, including those parts of the building set aside as a laboratory; or	**9a**
	9b	An assembly building including a trade workshop, laboratory or the like in a primary or secondary school, but excluding any other parts of the building that are of another class.	**9b**
	9c	An aged care building.	**9c**
	9d	A community fire refuge.	**9d**
10		A non- habitable building or structure	
	10a	A private garage, carport, shed or the like; or	**10a**
	10b	A fence, mast, antenna, retaining or free standing well, swimming pool or the like	**10b**
	10c	A private bushfire shelter	**10c**

11.3 Building Information Codes Quick Reference

Building Information Codes Quick Reference

Codes to be used when completing Regulation 321- Building Permit Levy Return

VICTORIAN MUNICIPALITY CODES

1	Alpine, Shire of	**23**	Glenelg, Shire of	**45**	Mildura, Rural City of	**67**	Towong, Shire of
2	Ararat, Rural City of	**24**	Golden Plains, Shire of	**46**	Mitchell, Shire of	**68**	Wangaratta, Rural City of
3	Ballarat, City of	**25**	Greater Bendigo, City of	**47**	Moira, Shire of	**69**	Warrnambool, City of
4	Banyule, City of	**26**	Greater Dandenong, City of	**48**	Monash, City of	**70**	Wellington, Shire of
5	Bass Coast, Shire of	**27**	Greater Geelong, City of	**49**	Moonee Valley, City of	**71**	West Wimmera, Shire of
6	Baw Baw, Shire of	**28**	Greater Shepparton, City of	**50**	Moorabool, Shire of	**72**	Whitehorse, City of
7	Bayside, City of	**29**	Hepburn, Shire of	**51**	Moreland, City of	**73**	Whittlesea, City of
8	Boroondara, City of	**30**	Hindmarsh, Shire of	**52**	Mornington Peninsula, Shire of	**74**	Wodonga, Rural City of
9	Brimbank, City of	**31**	Hobsons Bay, City of	**53**	Mount Alexander, Shire of	**75**	Wyndham, City of
10	Buloke, Shire of	**32**	Horsham, Rural City of	**54**	Moyne, Shire of	**76**	Yarra, City of
11	Campaspe, Shire of	**33**	Hume, City of	**55**	Murrindindi, Shire of	**77**	Yarra Ranges, Shire of
12	Cardinia, Shire of	**34**	Indigo, Shire of	**56**	Nillumbik, Shire of	**78**	Yarriambiack, Shire of
13	Casey, City of	**35**	Kingston, City of	**57**	Northern Grampians, Shire of	**79**	Benalla, Rural City of
14	Central Goldfields, Shire of	**36**	Knox, City of	**58**	Port Phillip, City of	**80**	Mansfield ,Shire of
15	Colac-Otway, Shire of	**37**	Latrobe, City of	**59**	Pyrenees, Shire of	**81**	Mt Baw Baw Alpine Resort
16	Corangamite, Shire of	**38**	Loddon, Shire of	**60**	Queenscliffe, Borough of	**82**	Mt Buller Alpine Resort
17	Darebin, City of	**39**	Macedon Ranges, Shire of	**61**	South Gippsland, Shire of	**83**	Falls Creek Alpine Resort
18	Delatite, City of (ceased)	**40**	Manningham, City of	**62**	Southern Grampians, Shire of	**84**	Mt Hotham Alpine Resort
19	East Gippsland, Shire of	**41**	Maribyrnong, City of	**63**	Stonnington, City of	**85**	Lake Mountain Alpine Resort
20	Frankston, City of	**42**	Maroondah, City of	**64**	Strathbogie, Shire of	**86**	Mt Stirling Alpine Resort
21	Gannawarra, Shire of	**43**	Melbourne, City of	**65**	Surf Coast, Shire of		
22	Glen Eira, City of	**44**	Melton, Shire of	**66**	Swan Hill, Rural City of		

NATURE OF WORK	
CODE	
01	New Building
02	Re-erection
03	Extension
04	Alteration
05	Change of Use
06	Demolition
07	Removal
08	Other

MATERIAL (FLOOR, EXTERNAL WALL, ROOF CLADDING AND FRAME)	
CODE	
10	Tiles
11	Double Brick
12	Brick Veneer
20	Concrete/Stone/Slate
30	Fibre Cement
40	Timber
50	Curtain Glass
60	Steel
70	Aluminium
80	Other

OWNERSHIP	
CODE	
P	Private
L	Local Government
S	State Government
C	Commonwealth Government

Victorian Building Authority **August 2014**

BPL/CIR/001B – Building Information Codes – Quick Reference