

# Letter of Appointment

## Owner Details

\_\_\_\_\_  
Owner 1 Full Name

\_\_\_\_\_  
Owner 2 Full Name – if applicable

\_\_\_\_\_  
Postal Address – House Number, Street Name

\_\_\_\_\_  
Suburb

\_\_\_\_\_  
Postcode

\_\_\_\_\_  
State/Territory

\_\_\_\_\_  
Country

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mobile Number

\_\_\_\_\_  
Landline - if applicable

## Builder Details

\_\_\_\_\_  
Builder Name

\_\_\_\_\_  
Postal Address

\_\_\_\_\_  
Suburb

\_\_\_\_\_  
Postcode

\_\_\_\_\_  
State/Territory

I/we, \_\_\_\_\_

**Print Owner Name/s**

hereby appoint David Madeira [BS-U 27484] / Michael Madeira [BS-U 15132] on behalf of Group Four Building Surveyors to act as the Relevant Building Surveyor (RBS) in accordance with section 76 and 77 of the Building Act, including to issue a building permit, remit the building permit levy to the VBA, lodge documents with the relevant council and VBA as required, conduct mandatory inspections, issue directions, notice or orders (where required) and issue an occupancy permit for the works and any additional services required under the Building Act.

## **Details of Proposed Building Works**

### **Property Details**

\_\_\_\_\_  
**House Number, Street Name**

\_\_\_\_\_  
**Lot/s LP/PS Volume Folio**

\_\_\_\_\_  
**Crown Allotment Section Parish County**

\_\_\_\_\_  
**Municipal District**

\_\_\_\_\_  
**Signature of Owner 1**

\_\_\_\_\_  
**Signature of Owner 2 – if applicable**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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