 **NOMINATED BAMS PAYEE**

**Please nominate the person responsible for making the Levy payment once BAMS information is uploaded.**

**The RBS is responsible for updating the BAMS server for applying for a Building Permit Number. The applicant is responsible for paying the VBA Building Permit Levy.**

**Responsible Person for Building Levy Payment**

**Owner/Agent of Owner** (Please Circle)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of PAYEE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address to provide to the VBA for PAYEE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Address for Building Permit Number**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From July 1 2019 the Victorian Building Authority (VBA) will be responsible for Issuing Building Permit Numbers.**

The process will involve the following;

1. An Online application is made to the VBA using an online system known as the Building Activity Management System, or **BAMS** to issue Building Permit Numbers (BPN) & receive payment of the building permit levy.

2. Once the Application is accepted by the VBA & Levy is paid a BPN can be issued by the VBA.

**Requesting a building permit number from 1 July 2019**

Under section 18AA of the Act, a RBS must give the VBA the information needed to start the BPN application process. Once the VBA has received all information and payment of the levy, **the VBA has five days to issue or refuse to issue a BPN.**

Building Surveyors will need all required information before applying for a BPN. There are 34 required fields and, depending on the answers to the required fields, we may need to provide up to 19 ‘conditionally required’ fields. For example, if you have advised us that someone else will pay the levy, details about the nominated payer are considered ‘conditionally required’.

**After the levy payment has been made (via credit card, debit card or BPAY), the RBS will be notified of all issued BPNs via email. The RBS can then issue the building permit to the applicant.**

For additional information please click on the link below-

[https://www.vba.vic.gov.au/building/**bams**](https://bpic-search.clients.squiz.net/s/redirect?collection=VBA-web&url=https%3A%2F%2Fwww.vba.vic.gov.au%2Fbuilding%2Fbams&index_url=https%3A%2F%2Fwww.vba.vic.gov.au%2Fbuilding%2Fbams&auth=AZlliQ6MgIaURfzY8FOHdw&profile=_default&rank=1&query=bams)