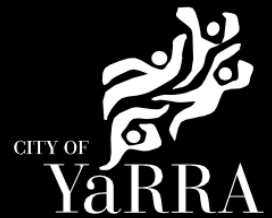


How to Lodge a Section 80



Click on the following Link

[Building permit applications | Yarra City Council](https://www.yarracity.vic.gov.au/services/building-in-yarra/permits-and-consents/building-permit-applications)

Or enter following details into your web browser

<https://www.yarracity.vic.gov.au/services/building-in-yarra/permits-and-consents/building-permit-applications>

Scroll down and click on **SUBMIT A SECTION 80**

Private building surveyor – how can I lodge my building works notification – Section 80 notification?

You can submit a Section 80 or a combined Section 80 and 30 online:

[SUBMIT A SECTION 80](#)

[SUBMIT AND PAY FOR A SECTION 80 AND 30](#)

Agree to the *Terms and Conditions* and click **Continue**

Terms and Conditions

Yarra eServices Terms and Conditions of Use:

Access to Yarra City Council's 'Yarra eServices' (**Service**) is restricted to owners of property within the City of Yarra (and their nominated agents) and organisations or individuals who conduct business with Yarra City Council.



By using the Service, you acknowledge that you have read and understood these terms and conditions and agree to be bound by them.

[Read our Terms and Conditions](#)

[Read our privacy statement](#)

[Read our disclaimer](#)

I Agree to the Terms and Conditions

[CONTINUE](#)

Select the **Categories** based on the building type and click **Next**

Application Tracking

[Application Search](#)

[All Building Applications](#)

[All Planning Applications](#)

[Advertised Applications](#)

[Heritage Victoria Referrals](#)

Online Applications

[Shopping Cart](#)

[Submit an Application](#)

Online Payments

[Animal Payment](#)

[Application Payment](#)

[Debtor Payment](#)

[Infringement Payment](#)

User Information

[Forgotten Password](#)

Provide Category Details

Categories

- A single dwelling within a building of non-residen
- Aged Care Facilities
- Bar / Shop / Kiosk part of hotel/motel
- Boarding house / Guest House / Hostel < 300m² < 12 p
- Café / Restaurant / Milk Bar
- Carparks
- Day Centres
- Domestic Apartment Buildings
- Factory / Laboratory
- Front brick/stone solid fence
- Front lightweight fence
- Hairdressers / Barbers / Public Laundry / Undertak
- Healthcare Buildings (Hospitals / Day Surgery Clin
- Long Term Boarding / Rooming House / Hostel
- Market or Sale Room / Show Room / Service Station
- Night-Clubs
- Non-habitable buildings (Sheds/Carports/Private ga
- Place of Worship
- Pool / Spa
- Pool / Spa Safety Barrier
- Professional office
- Public Halls, Halls, Theatres
- Residential part Aged/Children/People with disabil
- Residential part of a School
- Residential part of an Hotel or Motel
- Residential part of detention centre
- Residential part of health care building
- Retail Store / Supermarket / Hardware
- Schools / Universities
- Single Dwelling / One Group of Attached Dwellings
- Sports Grounds & Stadiums
- Transit Building, Railway Stations, Bus Terminals
- Warehouses / Storage / Display of Wholesale goods

[Select All](#)

[PREVIOUS](#)

[NEXT](#)

Complete Application Information (Step 1) questions and click Next

Step 1 of 7

- Application Information
- Property Address
- Private Building Surveyor
- Builder (if required)
- Delivery Email Address
- File Attachments
- Summary Information

X Cancel Application

[Shopping Cart](#)

Application Information

Application Summary

Section 80 Notification to Council - Section 80

LEGISLATIVE RESPONSIBILITIES
Under Section 80 of the Building Act, a private building surveyor who has accepted an appointment is required to notify Council in writing within seven days of accepting that appointment.

Where a registered body corporate accepts an appointment as Private Building Surveyor to carry out the function under Part 6 of the Act, pursuant to section 80A, the registered body corporate must ensure that the work as building surveyor is carried out by the Designated Building Surveyor who is registered under Part 11 as a building surveyor and whose registration authorises the Designated Building Surveyor to carry out that work.

The registered body corporate must, within 7 days after accepting the appointment, notify the relevant Council in writing of the designated building surveyor referred to in section 80A(2) of the Act and give copy of that notice to the person who appointed the registered body corporate.

Section 80 Details

Note: Fields with an asterisk (*) are mandatory.

Date of Appointment*

Building Practitioner Registration Number*

Development Type*
Not Selected

Declaration

I am notifying Council that under Section 80 of the Building Act I have been appointed as the Relevant Building Surveyor (RBS) for this project. If I am not applying for a combined Section 80 & Section 30 application, I will provide Council with a copy of the Building Permit within 7 days of the issue of the Building Permit.

I agree to the Section 80 Declaration*
Not Selected

Declaration

I declare that I have uploaded the required documentation and all information provided in this application is true and correct. I declare that I am aware that it is against the law to provide false or misleading information, and if I do, it could result in cancellation of the application request and criminal proceedings.

I declare that I am aware of the legislative requirements pursuant to the relevant section of the current Building Act in that a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under the Act or the Regulations, unless the person is authorised in writing by the owner to do so.

I acknowledge that the fee (if applicable) is not negotiable and when paid is not refundable.

I agree to the Building Declaration*
Not Selected

CLEAR **NEXT**

Property Address (Step 2) using the Fast Search enter the address of the property

Property Address

Application Summary

Section 80 Notification to Council - Section 80

Property Search

! Search for a property or land location for this step of your application.

Address **Land**

Fast Search **SEARCH**
Access Key: F

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

CLEAR **SEARCH**

PREVIOUS **NEXT**

The address will appear under formatted address.

Click **Next**

YARRA

Step 2 of 8

- Application Information
- Property Address**
- Other Associated Property
- Contact Person
- Property Owner
- Delivery Email Address
- File Attachments
- Summary Information

Cancel Application

Shopping Cart

Property Address

Application Summary

Planning Permit Applications - Planning Permit

Property Search

Specify the address of the land below. Search for the relevant address using either the **Address** tab using the street address, or alternatively use the **Land** tab to search via lot and plan. If this application relates to more than one address, additional addresses can be added in the next step.

Address Land

Use the 'Fast Search' search field below to search for an address in standard format. For example, '333 Bridge Road'. Results will appear at the base of this page.

Fast Search: 325 Bridge Road

Alternatively, use a combination of the search fields below to further refine your address search. Ticking the 'Advanced Search' box will allow searching via range, or property name. Results will appear at the base of this page.

Advanced Search

Unit Number:

House Number:

Street Name:

Suburb:

Postcode:

Formatted Address	Legal Description
325-333 Bridge Rd Richmond VIC 3121	NO legal fields are recorded on this land parcel

Complete **Private Building Surveyor** (step 3)

Enter the details of the PBS. The PBS is the person or company that is responsible for the building permit. This PBS is responsible for any matters relating to this building permit.

You, the person completing this form, are the applicant. You will be prompted to confirm your details at the end of the application process. The applicant is the person we will communicate with for this application.

*When completing this section, ensure that you select **Person** if the Building Surveyor is an individual or sole trader, or **Business** if they are a partnership or company. You must also enter at least one phone number*

Click **Next**

YARRA

Step 3 of 7

- Application Information
- Property Address
- Private Building Surveyor**
- Builder (if known)
- Delivery Email Address
- File Attachments
- Summary Information

Cancel Application

Shopping Cart

Private Building Surveyor

Application Summary

Section 80 Notification to Council - Section 80

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Please select applicable: Person Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

Complete **Builder (If Known)** (step 4)

Enter the details of the Builder if known.

*When completing this section, ensure that you select **Person** if the Builder is an individual or sole trader, or **Business** if they are a partnership or company. You must also enter at least one phone number*

Click **Next**

Step 4 of 7

- Application Information
- Property Address
- Private Building Surveyor
- Builder (if known)**
- Delivery Email Address
- File Attachments
- Summary Information

[Cancel Application](#) [Shopping Cart](#)

Builder (if known)

Application Summary

Section 80 Notification to Council - Section 80

Please provide all required fields to add a new name association to your application. Business must be selected to add your ABN/ACN.

Recently Used Names:		
	Given Names	Name
Select	Mamie	Vincent

or

Provide new name details

Please select applicable Person Business

Given Names*

Surname*

Address Detail*

Suburb*

Postcode*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

Email Address

[PREVIOUS](#) [CLEAR](#) [SKIP](#) [NEXT](#)

Complete **Delivery Email Address** details (step 5)

The below email address will be used to communicate with you about your permit. This includes general communication.

*Please add all relevant email address, even if you have added them in previous steps. Once the delivery email is added click **NEXT***

City of **YARRA** [LOGIN](#)

Step 5 of 7

- Application Information
- Property Address
- Private Building Surveyor
- Builder (if known)
- Delivery Email Address**
- File Attachments
- Summary Information

[Cancel Application](#) [Shopping Cart](#)

Delivery Email Address

Application Summary

Section 80 Notification to Council - Section 80

Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address

[PREVIOUS](#) [CLEAR](#) [NEXT](#)

Complete File Attachment (step 6)

The attachment types marked with asterisk are mandatory.

You must ensure that the documents you attached are saved in the accepted file type before uploading.

How to upload each document:

- Select Attachment Type
- Click on Choose File
- Select File
- Click on Upload
- Attachments once uploaded will appear under **Uploaded Files**

When uploading documents online there is a file size limit of 128 megabyte per attachment. If a document is larger than this, you will need to reduce the size of it / upload documents separately.

Step 6 of 7

- ✔ Application Information
- ✔ Property Address
- ✔ Private Building Surveyor
- ✔ Builder (if known)
- ✔ Delivery Email Address
- ▶ File Attachments
- Summary Information
- ✖ Cancel Application
- 🛒 Shopping Cart

File Attachments

Application Summary

Section 80 Notification to Council - Section 80

Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
<input checked="" type="radio"/> Covering Letter A copy of the building permit issued in the respect of the building work.	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> Other documentation Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG

File: No file chosen

File Title:

File Description:

Uploaded Files

File Name (Title)	Attachment Type	File Size	Remove
eProp User Account - how to create a new account - End User v3.docx	Covering Letter A copy of the building permit issued in the respect of the building work.	2.14 MB	✖

Summary Information (step 7) and click Continue



LOGIN

Step 7 of 7

- Application Information
- Property Address
- Private Building Surveyor
- Builder (if known)
- Delivery Email Address
- File Attachments
- ▶ Summary Information
- Cancel Application
- Shopping Cart

Summary Information

It is your responsibility to check that all of the details are correct. Check the details below. You can adjust any of the information by clicking on the heading link above the heading on the section or click on the steps on the left-hand side of the screen.

You can return to this Summary by click on the Summary link on the left-hand side of the screen.

Note: You will be required to enter Applicant information in the next step.

Application Information

Date of Appointment* 2008/2022
 Building Practitioner Registration Number* ABCS23589
 Are you acting on behalf of Body Corporate? No
 Type of Works? Residential
 I agree to the Section 80 Declaration* I accept this Declaration
 I agree to the Building Declaration* I accept this Declaration

Property Address

Address 10 Park Dr Clifton Hill VIC 3068

Private Building Surveyor

Given Names Marnie
 Surname Vincent
 Address Detail 60 High Street
 Suburb Northcote
 Postcode 3070
 Work Phone 9205 5555
 Email Address marnie.vincent@yarracity.vic.gov.au

Builder (if known)

Given Names Joshua
 Surname Brandsema
 Address Detail 60 High Street
 Suburb NORTHCOTE
 Postcode 3070
 Work Phone 9428 7707
 Email Address joshbrandsema@gmail.com

Delivery Email Address

Email Address marnie.vincent@yarracity.vic.gov.au

File Attachments

File Name	Attachment Type	File Size
eProp User Account - how to create a new account - End User v3.docx	Covering Letter A copy of the building permit issued in the respect of the building work.	2.14 MB

After clicking Continue below, you will be prompted to complete the details of the Applicant (person or entity applying for this permit or request).

By continuing below, I declare that I am the applicant and that the information in this application is true and correct. Remember it is against the law to provide false or misleading information, which could result in a criminal proceedings and cancellation of the permit or request.

CONTINUE

Enter **Applicant** and click **Complete**

YARRA

Applicant

Application Tracking

- Application Search
- All Building Applications
- All Planning Applications
- Advertised Planning Applications
- Heritage Victoria Referrals

Online Applications

- Shopping Cart
- Submit an Application

Online Payments

- Animal Payment
- Application Payment
- Debtor Payment
- Infringement Payment

User Information

- Forgotten Password
- Register

Name Details

Recently Used Names:

	Given Names	Name
Select	Marnie	Vincent
Select	Joshua	Brandsema

Please select applicable Person Business

Given Names

Surname*

Address*

Suburb*

Postcode*

Contact Details

Email Address*

Please enter at least one daytime contact number*

Home Phone

Work Phone

Mobile Phone

[PREVIOUS](#) [COMPLETE](#)

If you would like a copy of the application Click **Print** and this allows you to save the summary as a PDF or print a hard copy.

YARRA [LOGIN](#)

Application Confirmation

Application Tracking

- Application Search
- All Building Applications
- All Planning Applications
- Advertised Planning Applications
- Heritage Victoria Referrals

Online Applications

- Shopping Cart
- Submit an Application

Online Payments

- Animal Payment
- Application Payment
- Debtor Payment
- Infringement Payment

User Information

- Forgotten Password
- Register

Application Details

Reference Number	BACT22/00023
Application Description	Section 80 Notification to Council - Section 80
Property Description	10 Park Dr Clifton Hill VIC 3068

Applicant Details

Given Names	Sarah Griffiths
Name	212 Nowhere Street Brunswick 3070
Address Detail	03 9205 5280
Locality Name	Sarah.Griffiths@yarracity.vic.gov.au
Postcode	
Home Phone	
Work Phone	
Mobile Phone	
Email Address	

[PRINT](#)