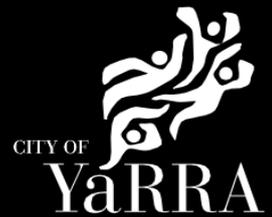


How to Notify Council of Transfer of Function



Click on the following Link

Type **eBAYY/NNNNN** next to **Council Reference**

Click **SEARCH**

[Yarra City Council - eProperty - Application Search](#)

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

Application Search

You can search for applications lodged to Yarra City Council (in the case of planning applications dating back to April 2001) using the electronic search form below. If an application doesn't appear using the search form, it does not mean that an application has not been made. It may take several days for an application, or an updated status of an application, to appear on Council's website.

You can search by the following options:

1. If you know Council's reference number, type it (in full) into the **Application Number** field and click on the **Search** button located next to the field
2. If you do not know Council's reference number you can use one of the following options:
 1. **Date From & Date To** and click **Search**
 2. **Address** (street name and suburb are always required) and click **Search**
 3. **Suburb** and click **Search**

In the event that you cannot find an application using the electronic search form, please email: PlanningAdmin@yarra.vic.gov.au for (statutory) planning and info@yarra.vic.gov.au for all other applications

Council Reference

CLEAR **SEARCH**

If you do not have Council's Reference Available complete **Address Search**

- **Enter Street No From**
- **Street**
- **Suburb**

Note: You must enter SUBURB or the search will fail.

Click **SEARCH**

Street No From

Street No To

Street

Street Type

Suburb

CLEAR **SEARCH**

The **Address Search** will return a list of *Applications*.

Select the **Building Permit 'eBA'** you would like to lodge your request against.

This will load the **Application Details** page.

Application Search Results

Electronic records are (by default) sorted by lodgement date. However you can sort data based on any of the column headings by clicking on the relevant column heading and then selecting 'ascending' or 'descending' order.

Application Search Results

Application Link	Application Received	Proposal	Address	Stage
eBA20/00156.03	24/10/2022	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended	1 South Tce Clifton Hill VIC 3068	Building Permit Issued
eBA20/00156.02	24/08/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3	1 South Tce Clifton Hill VIC 3068	App REC
eBA20/00156.01	7/05/2021	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 2	1 South Tce Clifton Hill VIC 3068	App REC
eBA20/00156	31/08/2020	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 1	1 South Tce Clifton Hill VIC 3068	Raise Fee
PLN18/0385	5/06/2018	Buildings & Works	1 South Tce Clifton Hill VIC 3068	No Permit Required

Scroll down to *Available Actions for Customer* and select **Transfer of Function**

Application Details

Proposal

Council Reference	eBA20/00156.03
Proposal	VSBA Clifton Hill Primary School (CHPS) - New Senior school - Stage 3 - Amended
Application Received	24/10/2022
Category Description	Private Building Surveyor - Commercial Works
Stage	Building Permit Issued

Address

Address	1 South Tce Clifton Hill VIC 3068
Ward	Langridge

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

Complete Application Information (Step 1) questions and click Next

Step 1 of 3

Application Information

File Attachments

Summary Information

Cancel Application

Shopping Cart

Application Information

Application Summary

Building Permit Update - Transfer of Function



Provide all required details about your application.

Application Information



Please confirm that the application details below are correct. If these details (ie the application ID and property) are not correct, you will need to start again and commence the process.

Building Application No.*

e8A23/00031

Building Application Property Address

66 Green St Cremorne VIC 3121

Building Application Synopsis

Building Works - Private Building Surveyor - B...

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



Private Building Surveyors Company Name*

Private Building Surveyors Registration Number*

Private Building Surveyors Phone Number*

Private Building Surveyors Business Address*

Private Building Surveyors Email Address*

Date of Appointment*

Estimated Cost

CLEAR

NEXT

Complete File Attachment (step 2)

The attachment types marked with Asterix 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.

Click **Next**

Step 3 – Summary Information and click Continue

Step 2 of 3

✔ Application Information

▶ File Attachments

Summary Information

✘ Cancel Application

🛒 Shopping Cart

File Attachments

Application Summary

Building Permit Update - Transfer of Function



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

Attachment Type	Accepted File Types
<input checked="" type="radio"/> Other supporting documentation Any other relevant or required document or information.	DOC,DOCX,PDF,PNG,JPG,JPEG
<input type="radio"/> Upload VBA transfer of function letter* *	DOC,DOCX,PDF,PNG,JPG,JPEG

Upload a File

CHOOSE FILE

No file chosen

CLEAR

UPLOAD

Uploaded Files

No Records Added

PREVIOUS

NEXT

Step 3 of 3

✔ Application Information

✔ 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 clicking 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

Building Application No.*	eBA23/00031
Building Application Property Address	66 Green St Cremorne VIC 3121
Building Application Synopsis	Building Works - Private Building Surveyor - B...
I agree to the Building Declaration*	I accept this Declaration
Private Building Surveyors Company Name* Yarra City	
Private Building Surveyors Registration Number*	22/08/2023
Private Building Surveyors Phone Number*	+61423654897
Private Building Surveyors Business Address*	333 Bridge Road Richmond VIC 3121
Private Building Surveyors Email Address*	marnie.vincent@yarracity.vic.gov.au
Date of Appointment*	15/09/2022
Estimated Cost	7,500.00

File Attachments

File Name	12 - Cheat Sheets.DOCX
Attachment Type	Upload VBA transfer of function letter*
File Size	720.71 KB



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, and if I do it could result in cancellation of the application, permit or request.

CONTINUE

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

Yarra

Applicant

Name Details

Recently Used Names:

	Given Names	Name
Select	Mamie	Vincent
Select	Joshua	Brandema

Please select applicable Person Business

Given Names

Surname*

Address*

Suburb*

Postcode*

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 Details

Reference Number: SACT22/00023
 Application Description: Section 80 Notification to Council - 10 Park Dr Clifton Hill VIC 3068

Applicant Details

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

PRINT