



Opes Building Solutions
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APPOINTMENT LETTER

I/we *(include owner name/s)*,

or,

I/we the representative of the owner *(include agent/s name (not the builder))*,

In accordance with Section 78 of the Building Act 1993 builders must not appoint a private building surveyor on behalf of the owner. They may only recommend a private building surveyor. Building Surveyors must be appointed by the owner or agent of the owner. Therefore, a builder cannot act as an agent of the owner. A builder may apply for a building permit or complete an application for building permit, but this will not constitute an appointment under the Act.

Appoint Opes Building Solutions to administer the Building Permit approval process for the proposed building works:

The works will be undertaken at, *(provide site address)*

.....

Suburb: Postcode:

Owner/Agent Signature.....

Print Name: Date:

Please Note:

Completing the above information ensures the appointment and acts as a formal contract entered by the owner / agent and the relevant building surveyor at Opes Building Solutions. All relevant parties must ensure the proposed works adhere to the obligations prescribed within the Building Act 1993 and Building Interim Regulations 2017.

As the relevant owner / agent I furthermore confirm that no another building surveyor has not been appointed for the same project details nominated above.