

9 Warwick St
HOBART TAS 7000

Phone: 03 6231 9070

Email: admin@bstas.com.au

File Transfer and Engagement Form

**To Grant Building Surveying Tasmania Authority to
Obtain Documents and Undertake Building
Surveying**

Site Address	
Type of building work	<i>(e.g. New building, alterations, extension, demolition, change of use)</i>
Type of building	<i>(e.g. Dwelling, garage, shed, deck, commercial premises)</i>
Permit # and previous Building Surveyor Name	

FEES AND CHARGES (All GST Inclusive)	
File review	\$550.00 – Dwellings and Commercial + Inspection/s, and Certificates additional fees. \$200.00/hr – Sheds & Deck + Inspection/s, and Certificates require additional fees. \$180.00/hr – Assessment of project.
Site Inspections (invoiced after each site visit)	Within a 30km radius \$310.00 Beyond a 30 km radius + \$4.00/km (one way) (Subject to change without notice)

INCLUSIONS
<ul style="list-style-type: none"> Assessment of existing file transferred from previous building surveyor Preparation and issue of Building Inspection Directions
EXCLUSIONS
<ul style="list-style-type: none"> Design Stage consultations BCA Compliance Assessments of Alternative Solutions (charged at \$180/hr) Assessment of variations/amendments (see fee sheet) Consultation inspections (see fee sheet) Permit Extension Letter of Support (\$120.0) Issue of Occupancy Permit (\$100.00) Issue of Certificate of Final Inspection (\$100.00) Issue Certificate of Completion (150.00)
TERMS AND CONDITIONS
<ul style="list-style-type: none"> Engagement commences when this form is completed and returned by the OWNER of AGENT. Agents must have written authority to act on behalf of the Owner. We reserve the right to resign from an engagement after 3 years in accordance with the Building Act 2016 Terms of payment for invoices – strictly 14 days from the date of invoice. Quotations are valid for 30 days

INVOICING DETAILS	
Name	
Postal Address	
Email	
Phone	

Please sign below to indicate you have read, understood and agree with the above fees and charges, inclusions, exclusions, terms and conditions.

Signature		Date	
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**AGENT FORM – TO BE COMPLETED AND SIGNED BY THE OWNER
 TO AUTHORISE AN AGENT TO ACT ON THEIR BEHALF**

To:
 Building Surveying Tasmania
 9 Warwick Street
 Hobart 7000
 To Danilo Yali (Building Surveyor)

I/We, (name of owner/s)

Hereby, authorise (name of agent)

To act as our Agent in regard to obtaining Statutory Building Surveying Services for:
 (please tick description):

Certificate of Likely Compliance	<input type="checkbox"/>
Certificate of Substantial Compliance	<input type="checkbox"/>
Essential Maintenance Services (Form 46)	<input type="checkbox"/>
Temporary Occupancy Permit	<input type="checkbox"/>
Building Surveying advice	<input type="checkbox"/>
Building Certificate Application	<input type="checkbox"/>

Relating to our/my property at (address):

_____ Postcode _____

Kind regards

Owner/s Signature: _____

Owner/s Signature: _____

Date: _____