

**Enquiry / Complaint Submission Form**

All sections of this form must be completed and all information required/requested there in must be provided.

Incomplete forms and incomplete submissions will be returned to the applicant.

**To:**  
 Building Surveyor:  
 Company: Permit Point Building Surveyors  
 Address: PO Box 234 Coburg Vic 3058  
 Contact number: (03) 9383 2200

**From**  
 Applicant: \_\_\_\_\_  
 Role (Please circle): Neighbour / Owner / Agent / Builder / Council / VBA  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Property Details:**  
 Subject Address of enquiry/complaint: \_\_\_\_\_  
 Address of adjoining property affected (if applicable) \_\_\_\_\_

In lodging this submission I hereby acknowledge and accept the following conditions of the submission – Each box must be ticked and accepted for the submission to be accepted by Permit Point Building Consultants:

- I warrant that the information that I will be providing in support of my submission, is correct and complete. Should I notice a mistake, I will contact Permit Point Building Surveyors as soon as possible to correct the information.
- I agree that Permit Point Building Surveyors may contact me using the details I have provided in this submission to request outstanding or additional information, and/or to inform me of the progress of my submission.
- I acknowledge that the provision of incomplete information or the withholding or non-provision of information relating to my submission may result in Permit Point Building Consultants refusing to assess my submission.
- Should Permit Point Building Surveyors determine that I have submitted incorrect or false information, I consent to Permit Point Building Consultants disclosing such information to the Victorian Building Authority.
- I consent to Permit Point Building Surveyors requesting, gathering and/or verifying any claims contained within this submission in any manner as it relates to this matter.
- I will provide any further supporting evidence required by Permit Point Building Consultants to support the claim contained within this submission. I acknowledge that failure to provide any requested information may delay or cause the refusal of this submission.
- I agree that Permit Point Building Surveyors may provide my personal information and any information contained within this submission to any third party as it relates to this matter.
- I understand that it may take up to 15 business days for Permit Point Building Consultants to respond to this submission.
- I understand that Permit Point Building Surveyors will provide me with a response in line with the appropriate legislation under which it is bound and acknowledge and accept that the response I receive from Permit Point Building Consultants although in line with the relevant legislation may or may not be to my satisfaction.
- I understand that the submission of an incomplete form will not be assessed and will be returned to the applicant accordingly (All sections of the form must be completed in full).
- I understand that Permit Point Building Surveyors reserve the right to take recoup costs from the applicant with relation to the investigation of the matter where it is found that the complaint/enquiry is frivolous or unsubstantiated.

