

Letter of Appointment

(Owner's Consent)

I / We

Owner/s name:

appoint CODE HQ Pty Ltd located at Suite 1.01A, Building 2 (West), 327 Police Road, Mulgrave VIC 3170 to administer the Building Permit approval process for the proposed building works being:

Scope of work:

being carried out on the land located at:

Property address:

Owner/s Signature:

Print full name:

Date:

The Letter of appointment is a formal contract entered by the owner / agent and the building surveyor, that ensures all relevant parties involved in the building works are aware of their obligations under the Building Act 1993 – Part 3 – Division 2 – Section 17 and Building Regulations 2018.

By signing this Application Form, you agree that the provision of our service will be subject to our terms of appointment which are detailed at www.codehq.com.au. Our terms provide that in the event where your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.

As the terms may change, we suggest that you check our website prior to making further applications.