



# APPLICATION FOR A BUILDING PERMIT



Form 1  
Building Act 1993  
Building Interim Regulations 2017  
Regulation 301

<b>AR No:</b> .....  <b>Receipt No:</b> .....
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To: The Building Surveyor

**APPLICANT:** Owner/Agent of Owner\* \*Delete as applicable

Name:.....  
 Postal Address.....Post Code.....  
**Address for serving or giving documents**.....  
 .....Post Code.....  
 Contact Person:.....Tel:.....  
 Email:.....Mobile:.....

**Indicate if the applicant is a lessee or licensee of Crown land to which this application applies.**

Tick if applicable [ ] Contact person:.....Tel:.....

**OWNERSHIP DETAILS: (only if agent of owner listed above)**

Owner: .....  
 Postal Address:.....Post Code.....  
 Address.....Post Code.....  
 Contact Person:.....Tel.....  
 Email.....

**BUILDER: (if known)** .....

Postal Address:.....Post Code.....  
 Address:.....Post Code.....  
 Contact Person.....Tel:.....  
 Email.....Mobile,.....

**INSURANCE: Issuer/provider of Domestic Building Work Insurance**.....

**PROPERTY DETAILS:**

**LOT/S**.....**NUMBER**.....**STREET/ROAD**.....  
**CITY/SUBURB/TOWN**.....**POSTCODE**.....  
 LP/PS.....Volume.....Folio.....  
 Crown allotment.....Section.....Parish.....County.....  
 Municipal District.....Allotment Area .....m2 +Land owned by the Crown or a public  
 Authority. + tick if applicable .... [ ]

**BUILDING PRACTITIONERS<sup>1</sup> AND/OR ARCHITECT:**

*(a) to be engaged in the building work<sup>2</sup>*

Name.....Category/Class.....Registration No.....

*(b) who were engaged to prepare documents forming part of the application for this permit<sup>3</sup>*

Name.....Category/Class.....Registration No.....

Name.....Category/Class.....Registration No.....

Name.....Category/Class.....Registration No.....



# APPLICATION FOR A BUILDING PERMIT



## NATURE OF BUILDING WORK\*

Construction of a new building	[ ]	Other	[ ]
Demolition of a building	[ ]	Alterations to an existing building	[ ]
Extension of an existing building	[ ]	Removal of a building	[ ]
Re-erection of a building	[ ]	Change of use of an existing building	[ ]
Existing	[ ]		

\* Tick if applicable or give another description

Proposed use of building<sup>4</sup> .....

### Owner Builder<sup>5</sup> (if applicable)

I intend to carry out the work as an owner builder (Yes/No)

Cost of building work \$.....

Is there a contract for the building work? (Yes/No)

If yes, state the contract price \$.....

If no, state the estimated cost of the building work (including the cost of labour and materials) and attach details of the method of estimation. \$.....

Stage of building work .....

If permit is to permit a stage of the work  
Extent of stage .....

Value of work for this stage \$.....

Living area of new works ..... m <sup>2</sup>	Floor type.....
Total area of new works ..... m <sup>2</sup>	Ext Wall type.....
Existing dwellings .....	Roof type .....
New dwellings.....	Frame type.....
Dwellings demolished .....	No of storeys.....

- Has another Building Surveyor been engaged for this building work Yes [ ] No [ ]
- The structure is already constructed Yes [ ] No [ ]
- Is the property serviced by sewerage Yes [ ] No [ ]
- Does the property require the installation/alteration of a septic tank system Yes [ ] No [ ]

Town Planning Permit No: .....

Date of Issue: .....

Building Permit Fees being paid by: Applicant  Owner  Builder

### SIGNATURE

X.....

**SIGNATURE:** (Owner/Agent)

Date:...../...../.....

### We Request Wyndham Building Permits

1. To obtain Property Information:  
Yes  No

2. To obtain Stormwater Information  
Yes  No



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## OFFICE USE ONLY - FEES

DESCRIPTION	\$	Receipt No	Date
BUILDING FEE (incl. GST)			
STATE GOV'T LEVY			
PROPERTY INFO			
SWD INFO			
LODGEMENT FEE			
EXISTING STRUCTURE (inc GST)			
TITLE SEARCH (inc GST)			
SITE SIGNAGE (inc GST)			
ADDITIONAL FEE (inc GST)			
TOTAL			

Mandatory Inspections	
BLINDING	
PRE SLAB	
SLAB STEEL	
FOUNDATIONS	
PAD FOOTINGS	
SUBFLOOR	
FRAME	
FINAL	

<p><b>OUTSIDE INSPECTOR</b></p> <p>Name:.....</p> <p>Phone/Fax.....</p>
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Termite Certificate required:    Yes                       No

Description                      .....

.....

BCA Class                      .....

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### THE BUILDING PERMIT & THE RELEVANT BUILDING SURVEYOR (THE RBS)

The building permit issued will be an assessment of the drawings and documentation for compliance with the Building Act and Regulations and not the serviceability, quality or functionality of the work. This appointment is limited to ensuring to the work carried out complies with the Act and Regulations that are applicable at this time. The RBS is responsible for the carrying out of inspections that will be listed on the Building Permit. The client is responsible to ensure that the RBS is given adequate notification for inspection and shall ensure that works do not continue beyond the notification stage until the inspection is approved.

### PURPOSE OF INSPECTION

Inspections carried out will be the minimum required to ensure compliance with the Building Permit and not supervision of all the work. It is the responsibility of the *builder* to construct the building fully in accordance with the approved permit documents. Variations must be approved by the RBS prior to construction and those variations that require further document survey and assessment and/or approval will incur an additional fee. **Should any additional inspections be carried out other than the number allocated on the Building Permit additional fees will be charged at \$142.00 for each additional inspection.** Any additional fee required will be payable at the discretion of the RBS and must be accounted before a final inspection certificate or occupancy permit is requested.

### BUILDING NOTICES & ORDERS

Building Notices and Orders are formal documents prescribed in the Regulations when breaches and non compliance are identified for the purpose of securing compliance with the permit documents and other relevant provisions of the Regulations. Notices and Orders are required to be served as a matter of course for significant areas of non compliance or where safety is or may be compromised. In the case of routine rectification works a direction will normally be sent to the owner and/or builder as applicable and in the event of non response within an appropriate time – 7, 14 or 30 days a Building Notice will be served and further fees will be payable as per Schedule 2 of the Building Act 1993.

- Note1 Building practitioner means –
- (a) a building surveyor, or
  - (b) a building inspector; or
  - (c) a quantity surveyor, or
  - (d) an engineer engaged in the building industry; or
  - (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
  - (f) a builder including a domestic builder; or
  - (g) a person who erects or supervises the erection of prescribed temporary structures; or
  - (h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners.
- but does not include;
- (i) an architect; or
  - (j) a person (other than a domestic builder) who does not carry on the business of building.
- Note 2 Include building practitioners with continuing involvement in the building work.
- Note 3 Include only building practitioners with no further involvement in the building work.
- Note 4 The use of a building may also be subject to additional requirements under other legislation such as the Liquor Control Reform Act 1998 and the Dangerous Goods Act 1985.
- Note 5 If an owner builder, there are restrictions on the sale of a building under section 137B of the Building Act 1993. Section 137B prohibits an owner builder from selling a building on which domestic building work has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic building insurance providers.

**Privacy Notification:**

**The personal information requested on this form is being collected by Council in accordance with the Building Act 1993. The personal information will be used by Council for the primary purpose or directly related purposes. The applicant understands that the personal information provided will be used for this application and that they may apply to Council for access and/or amendment of the information.**