



Civic Centre

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FORM 1

Regulation 24

Building Act 1993

Building Regulations 2018

APPLICATION FOR A BUILDING PERMIT

Acceptance of this application is considered only with the supply of the following required documents:

Application form signed and completed in full

Title Documents (can be obtained from www.landata.vic.gov.au)

- Search statement (dated within 3 months)
- Approved Plan of Subdivision

Site Plan

Building Plans

Building Surveyor Appointment Form (properties outside Wyndham Only)

Payment for fees as per quote (supply quote)

Note: these are minimum requirements, additional documents may be required - refer to our website for appropriate checklists

INSTRUCTIONS: This is an editable form that can be filled out online or printed and completed manually. If you fill it out online, firstly you will need to save the PDF locally, then complete it and attach it to an email to submit.
If you fill it out manually: Please print and either post, scan and email, or bring it in person to Wyndham City.

To (Building Surveyor)

Property Details

Number	Street/road	City/suburb/town	
Postcode	Lot/s	LP/PS	
Volume	Folio	Crown allotment	Section
Parish	County	Municipal District	Allotment Area

Land owned by the Crown or a public authority (tick if applicable)

From

Applicant **Owner** **Agent of owner**

Name ACN/ARBN

Postal address Postcode

Address for serving or giving documents Postcode

Contact Person Telephone

Email Mobile

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies (tick if applicable)

Lessee responsible for building work

Indicate if a lessee of the building, of which parts are leased by different persons, is responsible for the alterations to part of the building leased by the lessee (tick if applicable)

Ownership details (if applicant is agent of owner)

Owner(s)	ACN/ARBN
Postal address	Postcode
Contact Person	Telephone
Email	Mobile

Builder

Name	
ACN/ARBN	Building practitioner registration no.
Postal address	Postcode
Contact Person	Telephone
Email	Mobile

[If the builder is carrying out domestic building work under a major domestic building contract, attach an extract of the major domestic building contract showing the names of the parties to the contract in relation to the proposed building work and a copy of the certificate of insurance (if applicable).]

Natural person for service of directions, notices and orders (if builder is a body corporate)

Name	Telephone
Postal address	Postcode
Email	

Insurance Issuer/provider of Domestic Building Work Insurance

Building practitioners or architect engaged to prepare documents for this permit

Name	Category/class	Registration no.
Name	Category/class	Registration no.
Name	Category/class	Registration no.

Nature of building work (tick if applicable)

Construction of a new building	Alterations to an existing building
Demolition of a building	Removal of a building
Extension of an existing building	Change of use of an existing building
Re-erection of a building	Construction of swimming pool or spa
Other	Construction of swimming pool or spa barrier

Proposed use of building

Description of proposed building work

Owner Builder (if applicable)

I intend to carry out the work as an owner builder	Yes	No
Owner builder certificate of consent no. (if applicable)		

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 application is to permit a stage of the work – Extent of stage

Cost of work for this stage

Living area of new works

Floor type

Total area of new works

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
Is the structure 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

Signature

Date

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 builder 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 \$230.00 for each additional inspection.** Any additional fee required will be payable at the discretion of the RBS and must be paid 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.

Note: 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: 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. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy>