



Civic Centre
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TTY
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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:

- | | |
|---|---|
| <input type="checkbox"/> Application form signed and completed in full | Building Plans |
| <input type="checkbox"/> Title Documents (can be obtained from www.landata.vic.gov.au) | Building Surveyor Appointment Form (properties outside Wyndham Only) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Payment for fees as per quote (supply quote) |
| <small>- Search statement (dated within 3 months)</small> | |
| <small>- Approved Plan of Subdivision</small> | |

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postcode	Lot/s	LP/PS	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Volume	Folio	Crown allotment	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parish	County	Municipal District	Allotment Area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

From

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

Name	ACN/ARBN
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>
Address for serving or giving documents	Postcode
<input type="text"/>	<input type="text"/>
Contact Person	Telephone
<input type="text"/>	<input type="text"/>
Email	Mobile
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>
Contact Person	Telephone
<input type="text"/>	<input type="text"/>
Email	Mobile
<input type="text"/>	<input type="text"/>

Builder

Name	
<input type="text"/>	
ACN/ARBN	Building practitioner registration no.
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>
Contact Person	Telephone
<input type="text"/>	<input type="text"/>
Email	Mobile
<input type="text"/>	<input type="text"/>

[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
<input type="text"/>	<input type="text"/>
Postal address	Postcode
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

Insurance Issuer/provider of Domestic Building Work Insurance**Building practitioners or architect engaged to prepare documents for this permit**

Name	<input type="text"/>	Category/class	<input type="text"/>	Registration no.	<input type="text"/>
Name	<input type="text"/>	Category/class	<input type="text"/>	Registration no.	<input type="text"/>
Name	<input type="text"/>	Category/class	<input type="text"/>	Registration no.	<input type="text"/>

Nature of building work (tick if applicable)

Construction of a new building	<input type="checkbox"/>	Alterations to an existing building	<input type="checkbox"/>
Demolition of a building	<input type="checkbox"/>	Removal of a building	<input type="checkbox"/>
Extension of an existing building	<input type="checkbox"/>	Change of use of an existing building	<input type="checkbox"/>
Re-erection of a building	<input type="checkbox"/>	Construction of swimming pool or spa	<input type="checkbox"/>
Other	<input type="checkbox"/>	Construction of swimming pool or spa barrier	<input type="checkbox"/>
		Construction of a small second dwelling	

Proposed use of building**Description of proposed building work**

Living area of new works	<input type="text"/>	Floor type	<input type="text"/>
Total area of new works	<input type="text"/>	Ext Wall type	<input type="text"/>
Existing dwellings	<input type="text"/>	Roof type	<input type="text"/>
New Dwelling	<input type="text"/>	Frame type	<input type="text"/>
Dwellings demolished	<input type="text"/>	No of storeys	<input type="text"/>

Cost of building work

All costs specified in an application are to be inclusive of GST.

***If application for a building permit is made by a person other than an owner-builder**

Part A – Contract question

A1. Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?

Yes ☐No ☐

A2. If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or Agreement.

A3. If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?

Yes ☐No ☐

A4. If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

A5. Specify the cost of any chattel under the contract or agreement.

A6. Specify the cost of any prescribed excluded item under the contract or Agreement.

Part B – Building Classifications

B1. Specify the class or classes of building to which the building work relates:
Does the building work relate to both:

(i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and

(ii) one or more buildings in a class 1, 9 or 10 building?

Yes ☐

No ☐

B2. If yes, specify the information required under Part A and under Part C (if applicable) according to whether the building work relates to:

(i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and

(ii) buildings in a class 1, 9 or 10 building.

Part C – Staging of Works

All stages of staged building work

C1. Does the application relate to a stage of the whole of the building work?

Yes ☐

No ☐

C2. If yes, specify the extent of the stage:

C3. Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages?

Yes ☐

No ☐

C4. If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or Agreement.

C5. If no, is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work for all of the stages?

Yes ☐

No ☐

C6. If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

C7. Specify the cost of any chattel under the contract or agreement

C8. Specify the cost of any **prescribed excluded item** under the contract or agreement

***If application for a building permit is made by an owner-builder**

Part A – Owner-builder information

A1. I intend to carry out the building work as an owner-builder

Yes

No

A2. Specify the owner-builder certificate of consent number (if applicable):

A3. Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work.

Part B – Engaging subcontractors

B1. Will the owner-builder be engaging one or more builders to carry out part of the building work? Yes ☐ No ☐

B2. If yes, specify the information in relation to whichever of the following applies:

(i) if the engagement is under a contract or agreement that is not a **cost-plus contract** or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials)

(ii) if the engagement is under a **cost-plus contract** or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials)

Part C – Chattels and prescribed excluded items

C1. Specify the cost of any chattel relating to Part A and/or Part B

C2. Specify the cost of any **prescribed excluded item** relating to Part A and/or Part B

Part D – Staging of works / owner builder and

All stages of staged building work by an owner-builder

D1. Does the application relate to a stage of the whole of the building work? Yes ☐ No ☐

D2. If yes, specify the extent of the stage:

D3. Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the whole of the building work for all stages.

D4. Specify the cost of any **chattel** in relation to building work carried out by the owner-builder.

D5. Specify the cost of any **prescribed excluded item** in relation to building work carried out by the owner-builder.

D6. Is there a contract or agreement (other than a **cost-plus contract** or agreement) with a builder to carry out part of the whole of the building work for all stages?

Yes ☐ No ☐

D7. If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or Agreement.

D8. If no, is there a **cost-plus contract** or agreement with a builder to carry out part of the whole of the building work for all stages?

Yes ☐ No ☐

D9. If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

D10. Specify the cost of any **chattel** under the contract or agreement.

D11. Specify the cost of any **prescribed excluded item** under the contract or Agreement.

Part E – Building Classifications

E1. Specify the class or classes of building to which the building work relates:

Does the building work relate to both:

(i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and

(ii) one or more buildings in a class 1, 9 or 10 building?

Yes ☐

No ☐

E2. If yes, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to:

(i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and

(ii) buildings in a class 1, 9 or 10 building.

Chattels

The cost of a chattel can be excluded from the Cost of Works only if it meets both following criteria:

- a moveable item
- not required for compliance with standards, the National Construction Code (NCC) and the relevant regulations.

Prescribed excluded item

The regulations do not currently prescribe any excluded items.

Cost-plus contract

Estimated cost of the building work =(equals) Estimated Labour (by owner) + (plus) Materials - (minus) Chattles

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 Building and Plumbing Commission (BPC) maintains a current list of domestic building insurance providers.

Note:
Under the **Building Act 1993** *swimming pool* is defined to include a spa.

Social Housing:

Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018?

Yes ☐

No ☐

(Indicate Yes if the building work, which is the subject of this application, includes the construction of social housing or if other building work, which is the subject of a related staged building permit, includes the construction of social Housing.)

Emergency Recovery:

Does any of the building work include the construction of a new dwelling that was destroyed or damaged in an emergency referred to in regulation 166J(b) of the Building Regulations 2018?

Yes ☐

No ☐

(Indicate Yes if the building work, which is the subject of this application, includes the construction of repair of a dwelling within the same municipal district as the destroyed or damages residential dwelling.)

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>