

# Application for a Building Permit

Form 1 Building Act 1993 Building Regulations 2018 – Regulation 24



**Attention:** The applicant is required to fill out every part of this form  
**To:** Samuel Perna and Associates Pty Ltd (Relevant Building Surveyor)

## PART A – APPLICANT DETAILS

<b>I AM MAKING THIS APPLICATION FOR A BUILDING PERMIT AS:</b>				The Owner	The Agent of Owner
Name/Company					
Contact Person					
Address for serving or giving of documents				Postcode	
Postal Address				Postcode	
Telephone			Mobile		
ACN/ARBN			Email		
Indicate if the applicant is a lessee or licensee of Crown Land to which this application applies (tick if applicable)					
Indicate if a lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building leased by that lessee (tick if applicable)					

## PART B – OWNERSHIP DETAILS

Name/Company					
Contact Person					
Postal Address				Postcode	
Telephone			Mobile		
ACN/ARBN			Email		

## PART C – PROPERTY DETAILS

Lot/s		Number		Street/Road			
City/Suburb/Town				Postcode		LP/PS	
Crown Allotment		Section		Volume		Folio	
Parish		County		Municipal District			
Allotment area (new dwellings only) m <sup>2</sup>				Land owned by the Crown or a Public Authority (tick if applicable)			

## PART D – BUILDER

Name							
Building Practitioner Registration No							
Postal Address				Postcode			
Telephone			Mobile				
ACN/ARBN			Email				
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							

### NATURAL PERSON FOR SERVICE OF DIRECTIONS, NOTICES AND ORDERS (if builder is a body corporate)

Name of Director				Telephone			
Postal Address				Postcode			

## PART E – BUILDING PRACTITIONERS AND/OR ARCHITECT

List any building practitioner or architect engaged to prepare documents forming part of the application for this permit

Registered Practitioner's Name	Category/Class	Registration Number
	Architect/Draftsperson	
	Engineer (Civil/Structural)	
	Engineer (Civil/Structural) Certifier	
	Engineer (Mechanical)	
	Engineer (Electrical)	
	Engineer (Fire Safety)	
	Engineer (Fire Safety) Certifier	

## PART F – NATURE OF BUILDING WORK

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

## PART G – OWNER BUILDER

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

## PART H – COST OF BUILDING WORK

Please indicate who will make payment of the Building Permit Levy to the VBA:	Owner	Agent
Is there a contract for the building work?	YES	NO
If yes, state the contract price (including GST)	\$	
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 (including GST)	\$	

## PART I – STAGE OF BUILDING WORK (if application is to permit a stage of the work)

Extent of stage	
Cost of work for this stage (including GST)	\$

In making this application the applicant/owner declares that he/she understands that:

- The fees and charges associated with this application must be paid upon application and that no refunds will be available after the application has been considered by the relevant building surveyor
- The conditions of engagement have been read and understood
- I have not previously appointed another private building surveyor or municipal building surveyor to perform the functions of relevant building surveyor under Section 76 of the Building Act 1993

**SIGNATURE:** \_\_\_\_\_  
Signature of Applicant

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PART J – SUPPORTING DOCUMENTATION

	<b>Common Documentation Required</b>
1	<b>Building permit application form</b> Completely filled out including the details of building practitioners, signed & dated by applicant
2	<b>Building permit fees</b> 50% at application stage and full fees prior to issuing the building permit
3	<b>Certificate of title &amp; plan of subdivision</b> Including section 173 agreement and covenant details. No more than 100 days old
4	<b>Terms of engagement form</b> Signed by owner/s
5	<b>Storm water legal point of discharge from Council</b> A point where stormwater from a property must be discharged
6	<b>Section 29A report &amp; consent from Council</b> Demolition works or alteration to front façade
7	<b>Property information from Council</b> Termite, flood prone, overland drainage, snowfall, bushfire
8	<b>Planning information from Council</b> Written confirmation if a planning permit required
9	<b>Council report &amp; consent</b> <ul style="list-style-type: none"> <li>• Siting - setbacks, wall heights and lengths, site coverage, ect</li> <li>• Non-siting - projections beyond street, land liable to flooding, etc</li> </ul>
10	<b>Build over easement consent</b> Council and Water Authority (South East Water/Yarra Valley Water)
11	<b>Council planning permit &amp; endorsed plans</b> Unit developments will also require the submission of: <ul style="list-style-type: none"> <li>• Endorsed Civil and Drainage Plans</li> <li>• Endorsed Landscape Plan</li> </ul>
12	<b>Fully dimensioned architectural plans</b> <ul style="list-style-type: none"> <li>• Site plan - showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, site cuts and retention systems, details of buildings on adjoining allotments etc.</li> <li>• Elevations - showing floor levels, building dimensions, building heights, construction details, sectional elevations, light &amp; ventilation details, sanitary facilities etc. Including details for determining overlooking, overshadowing (highlight new works) and appropriate termite barrier systems</li> </ul>
13	<b>Structural designs, drawings and computations</b> Systems, building structure, retaining walls, etc. Predominantly applicable to new dwellings/additions/brick & masonry work/multi-unit developments & commercial developments
14	<b>Certificate of compliance for building work</b> For all engineer's design
15	<b>Soil report</b> Earth conditions
16	<b>Re-establishment survey</b> Location of title boundaries
17	<b>Energy report and endorsed plans</b> <ul style="list-style-type: none"> <li>• New dwellings - 6 star report, artificial lighting calculations &amp; approved plans or BCA Part 3.12 energy efficiency DTS report</li> <li>• Residential additions - BCA Part 3.12 Energy Efficiency DTS report</li> <li>• Commercial buildings - BCA Part J compliance report</li> </ul>
18	<b>Builder's contract</b>
19	<b>Domestic builder's warranty insurance</b> Where cost of works exceeds \$16,000. Not applicable to owner builders or commercial building works
20	<b>Owner builder</b> Certificate of Consent issued by the Building Practitioners Board. This certificate is only required if the cost of works (including labour and materials) exceeds \$16,000
21	<b>Protection works notices</b> Forms 7 & 8 served to adjoining owners which ensure new works do not have potential damage
22	<b>Bushfire assessment level</b> BAL report in accordance with AS3959-2009 (BAL 12.5, 29, 40, FZ)
23	<b>Septic tank permit or permit to alter a septic tank from Council</b> Where a site is not seweraged