

Application for a Building Permit

Form 1 Building Act 1993 Building Regulations 2018 – Regulation 24



BUILDING SURVEYORS

To: Samuel Perna and Associates Pty Ltd T/AS SP Building Surveyors (Relevant Building Surveyor)

PART A – FROM

Owner/Agent			
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	
Contact person	Telephone
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 a part of the building leased by that lessee	

PART B – OWNERSHIP DETAILS

Name of owner(s)			
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 ²		Land owned by the Crown or a Public Authority		

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 (if applicable)			

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

Name		Telephone	
Postal Address			Postcode

PART E – BUILDING PRACTITIONERS AND/OR ARCHITECT ENGAGED TO PREPARE DOCUMENTS FOR THIS PERMIT

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

Name	Category/Class	Registration Number

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		Construction of swimming pool barrier	
Re-erection of a building		Other:	
Construction of a small second dwelling		Proposed use of building	

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

PART G – SOCIAL HOUSING

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

PART H – EMERGENCY RECOVERY

Does any of the building work include the construction of a 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 or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling		

PART I – OWNER BUILDER

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

PART J – 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)	\$	

Does the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the Building Act 1993 and a class 1, 9 or 10 building? Refer to Part L	YES	NO
If yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the Building Act 1993 and the cost of the building work that relates to a class 1, 9 or 10 building:		
Cost of building work relating to a class 1, 9 or 10 building:	\$	
Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building:	\$	

PART K – 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)	\$
Cost of work for the whole of the building work (including GST)	\$

In making this application the applicant/owner 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.
- It is an offence under Section 16 of the Building Act 1993 to carry out building works without first having obtained a building permit. It is the owner's responsibility to ensure that no works are commenced until a building permit has been issued by this office. Samuel Perna and Associates Pty Ltd accept no responsibility for any building works which have commenced prior to a building permit being issued.
- Pursuant to Section 240 of the Building Act 1993, a person must not act as agent of an owner in making an application for a building permit unless the agent is duly authorised in writing by the owner to make such application.

SIGNATURE: _____

Signature of Applicant

DATE: __ / __ / 20__

PART L – BUILDING CLASSIFICATIONS

Building work relating to a class 1, 9 or 10 building	
1a(a)	Single Dwelling, including a detached house.
1a(b)	Single Dwelling, One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit.
1b(a)	Boarding house, guest house, hostel or the like that would ordinarily accommodate not more than 12 people; and have a total area of all floors not more than 300 m ² (measured over the enclosing walls of the building or buildings).
1b(b)	Four or more single dwellings located on one allotment and used for short-term holiday accommodation.
9a	Health-care building including any parts of the building set aside as laboratories, and includes a health-care building used as a residential care building.
9b	Assembly building including a trade workshop or laboratory in a primary or secondary school.
9c	Residential care building.
10a	Non-habitable building including a private garage, carport, shed or the like.
10b	Structure that is a fence, mast, antenna, retaining wall or free-standing wall or swimming pool or the like.
10c	Private bushfire shelter.
Building work relating to a class 2 - 8 building	
2	Building containing two or more sole-occupancy units.
3(1)	Boarding house, guest house, hostel, lodging house or backpacker accommodation.
3(2)	Residential part of a hotel or motel.
3(3)	Residential part of a school.
3(4)	Accommodation for the aged, children, or people with disability.
3(5)	Residential part of a health-care building which accommodates members of staff.
3(6)	Residential part of a detention centre.
3(7)	Residential care building.
4	Dwelling in a Class 5, 6, 7, 8 or 9 building.
5	Office building used for professional or commercial purposes.
6(1)	Eating room, café, restaurant, milk or soft-drink bar.
6(2)	Dining room, bar area that is not an assembly building, shop or kiosk part of a hotel or motel.
6(3)	Hairdresser's or barber's shop, public laundry, or undertaker's establishment.
6(4)	Market or sale room, showroom, or service station.
7(a)	Carpark.
7(b)	Building that is used for storage, or display of goods or produce for sale by wholesale.
8	Laboratory or A building in which the production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce for sale takes place.

PART M – SUPPORTING DOCUMENTATION

	Common Documentation Required
1	Building permit application form Completely filled out including the details of building practitioners, signed & dated by applicant
2	Building permit fees 50% at application stage and full fees prior to issuing the building permit
3	Certificate of title & plan of subdivision Including section 173 agreement and covenant details. No more than 100 days old
4	Terms of engagement form Signed by owner/s if applicant is not the owner
5	Storm water legal point of discharge from Council A point where stormwater from a property must be discharged
6	Section 29A report & consent from Council Demolition works or alteration to front façade
7	Property information from Council Termite, flood prone, overland drainage, snowfall, bushfire, designated land or works
8	Planning information from Council Written confirmation if a planning permit required
9	Council report & consent <ul style="list-style-type: none"> • Siting – non-compliances with setbacks, wall heights and lengths, site coverage, overshadowing, etc. • Non-siting – projections beyond street, land liable to flooding, etc
10	Build over easement consent Council and Water Authority (Melbourne Water/South East Water/Yarra Valley Water)
11	Council planning permit & endorsed plans Unit developments will also require the submission of: <ul style="list-style-type: none"> • Endorsed Civil and Drainage Plans • Endorsed Landscape Plan
12	Fully dimensioned architectural plans <ul style="list-style-type: none"> • 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. • Elevations - showing floor levels, building dimensions, building heights, construction details, sectional elevations, light & ventilation details, sanitary facilities etc. Including details for determining overlooking, overshadowing (highlight new works) and appropriate termite barrier systems • Floor plans – showing internal and external walls, windows, doors, fixture locations, smoke alarms, etc.
13	Structural designs, drawings and computations Systems, building structure, retaining walls, etc. Predominantly applicable to new dwellings/additions/brick & masonry work/multi-unit developments & commercial developments
14	Certificate of compliance for building work For all engineer designs
15	Soil report Earth conditions
16	Re-establishment survey Location of title boundaries
17	Energy report and endorsed plans <ul style="list-style-type: none"> • New dwellings - 6 star report, artificial lighting calculations & approved plans or BCA Part 3.12 energy efficiency DTS report • Residential additions - BCA Part 3.12 Energy Efficiency DTS report • Commercial buildings - BCA Part J compliance report
18	Builder's contract
19	Domestic builder's warranty insurance Where cost of works exceeds \$16,000. Not applicable to owner builders or commercial building works
20	Owner builder 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	Protection works notices Forms 7 & 8 served to adjoining owners which ensure new works do not have potential damage
22	Bushfire assessment level BAL report in accordance with AS3959-2018 (BAL 12.5, 29, 40, FZ)
23	Septic tank permit or permit to alter a septic tank from Council Where a site is not seweraged