

# APPLICATION FOR A BUILDING PERMIT

Building Act 1993 Building Regulations 2018  
Regulation 24 (Schedule 4) Form 1



To the Relevant Building Surveyor	Wes Maxwell	BS-U 16269
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## APPLICANT DETAILS FROM (OWNER/AGENT OF OWNER)

*Owner/*Agent of owner			
*ACN/*ARBN			
Postal Address of applicant			Postcode
Email			
Address for serving or giving of documents			
Contact Person			
Telephone (BH)		Mobile	
Email			
Indicate if the applicant is a lessee or licensee of Crown Land to which this application applies <input type="checkbox"/>			
Contact Person		Telephone	
<b>Lessee responsible for building work</b> 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 <input type="checkbox"/>			

## \*OWNERSHIP DETAILS (if applicant is agent of owner)

Name of owner(s)			
*ACN/*ARBN			
Postal Address			Postcode
Contact Person			
Telephone (BH)		Mobile	
Email			

## PROPERTY DETAILS

Number		Lot/s		Street/Road			
City/Suburb/ Town				Postcode		LP/PS	
Volume		Folio		Crown Allotment		Section	
Parish				County			
Municipal District				Allotment Area m <sup>2</sup> (new dwelling only)			
Land Owned by Crown or Public Authority		<input type="checkbox"/> *tick if applicable					

## BUILDER

Name							
*ACN/*ARBN							
*Building practitioner registration no.							
Postal Address						Postcode	
Telephone (BH)						Mobile	
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)]*

<b>*Natural person for service of directions, notices and orders (if builder is a body corporate)</b>			
Name			
Postal Address		Postcode	
Telephone (BH)		Mobile	
Email			

**BUILDING PRACTITIONER 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 No.	
Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	
Name			
Category/Class		Registration No.	

**NATURE OF BUILDING WORK** (tick if applicable or give other description)

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 to 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"/>
Construction of swimming pool or spa barrier	<input type="checkbox"/>	Other <i>(give description)</i>	<input type="checkbox"/>
Proposed use of Building (eg. New dwelling, extension, carport, swimming pool etc)			

**\*OWNER BUILDER**

I intend to carry out the work as an owner builder	<input type="checkbox"/> YES <input type="checkbox"/> NO
Owner builder certificate of consent no. (if applicable)	

**COST OF BUILDING WORK**

Is there a contract for the building work?	<input type="checkbox"/> YES <input type="checkbox"/> 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 work -	
Extent of Stage	
Cost of work for this stage	\$

## APPLICANT/AGENT DECLARATION

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

- **(For Agent of the Owner Only)** I am authorised by the owner of the building or land in writing to make this application on their behalf pursuant to section 248 of the Building Act 1993.
- I have not previously appointed another private or municipal building surveyor to perform the functions of Relevant Building Surveyor under Section 76 of the Building Act 1993.
- I agree to the Australian Institute of Building Surveyors 'Terms of Engagement Conditions'.
- There are no outstanding Building Notices or Building Orders on the above property.
- This application will be considered active for six (6) months. If the request for additional information has not been addressed within this time frame, the application will be deemed to have lapsed. A fee will apply for the works completed to date or for the re-instatement of the application.
- **Termination of Appointment** The appointment of the RBS may be terminated by the Client only with the written consent of the Victorian Building Authority. On such termination the RBS shall be entitled to be paid all outstanding fees and disbursements incurred.
- **Fees**
  - a) I agree that a minimum non-refundable fee of \$395+ GST is payable to GBA upon signing the application form.
  - b) Applications will not be processed until the non-refundable deposit has been paid. The invoice will be issued upon lodgement and sent to the applicant
  - c) Building Permits will not be issued until the building permit fee, council fees and government levies have been paid in full.
  - d) Failure to pay fees when due will incur additional costs and the applicant shall be liable to pay any debt collection fees and costs that may arise as a result of late or non payment of fees.
  - e) Building Permit fees quoted and/or invoiced to you are only valid for 60 days. Should the Permit not be issued within that period, GBA reserves the right to alter the permit fee in line with market prices.

## SIGNATURE

Signature of applicant	Date
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## APPOINTMENT OF BUILDING SURVEYOR – OWNER CONSENT

(to be filled out if the owner is not the applicant and has not signed the application form)

(Pursuant to Sec.76 and 78 respectively Building Act 1993)

I/We (Owners)				
of (address)				
being the registered owner/s of (site address)	Lot		No	
Street				
Township				
Formally appoint (building surveyor) Wes Maxwell BSU- 16269 as the relevant building surveyor for this project				
Signed by owner				
Dated				

### Gippsland Building Approvals

PO BOX 427 (80 Graham Street) Wonthaggi 3995

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