

APPLICATION FOR A BUILDING PERMIT

BUILDING ACT 1993, BUILDING REGULATIONS 2018 REGULATION 24
FORM 1



To	Relevant Building Surveyor - Wes Maxwell BS-U 16269
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From	Owner ☐	Agent of Owner ☐	
Applicant Name:		ACN:	
Postal Address:		Postcode:	
Email:			
Address for Serving of Documents:		Postcode:	
Indicate if the applicant is a Lessee or Licensee of Crown Land to which this application applies?		Yes	☐
Contact Person:		Mobile:	
		Phone:	

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.

Yes ☐

Ownership Details (if applicant is agent of owner)

Name of owner(s):		ACN:	
Postal Address:		Postcode:	
Contact Person:		Mobile:	
Email:		Phone:	

Property Details

Number:		Street:		City/Suburb:	
Lot/s:		LP/PS:		Volume:	
Crown Allotment		Section:		Parish:	
Municipal District:				Postcode:	
Allotment Area (for new dwellings only) m ² :					
Land Owned by the Crown or a Public Authority?		Yes ☐			

Builder

Name		ACN:	
Building Practitioner Registration Number:			
Postal Address:		Postcode	
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:		Mobile:		Phone:	
Postal Address:				Postcode:	

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 Number

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	☐
Re-erection of a building	☐	Construction of a small second dwelling	☐
Construction of swimming pool or spa	☐	Construction of swimming pool or spa barrier	☐
Other (give description)	☐		

Proposed Use of Building	
Proposed Use:	

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? <i>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 regulated staged building permit, includes the construction of social housing.</i>	Yes ☐ No ☐

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? <i>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.</i>	Yes ☐ No ☐

Cost of Building Work**Note** - 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**

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

Yes ☐ No ☐

Is yes, specify the contract price or agreed amount to be paid to the builder or contractor (including for the cost of labour and materials) under the contract or agreement

\$ _____

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

Yes ☐ No ☐

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

\$ _____

Specify the cost of any chattel under the contract or agreement

\$ _____

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

\$ _____

Part B

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 ☐

If yes, specify the information required under Part 1 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**All stages of staged building work**

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

Yes ☐ No ☐

Is yes, specify the extent of the stage:

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

Yes ☐ No ☐

If yes, specify the contract price or agreed amount to be paid (including the cost of labour and materials) under all the contracts or agreements

\$ _____

If no, is there one or more cost-plus contracts or agreements for carrying out the whole of the building work for all of the stages?

Yes ☐ No ☐

If yes, specify the estimate of the total amount that the builders or contractors will receive or is likely to receive (including the cost of labour and materials) under all the contracts or agreements

\$ _____

Specify the cost of any chattel under the contract or agreement

\$ _____

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

\$ _____

Signature of Applicant

Date:

Cost of Building Work**Note** - All costs specified in an application are to be inclusive of GST.**If application for a building permit is made by a Owner-Builder****Part A**

I intend to carry out the work as an owner-builder?	Yes ☐ No ☐
Specify the owner-builder certificate of consent number (if applicable)	
Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work	\$ _____

Part B

Will the owner-builder be engaging one or more contractors to carry out part of the building work?	Yes ☐ No ☐
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 contractor (including the cost of labour and materials)	\$ _____
(ii) if the engagement is under a cost-plus contract or agreement, specify the contractor's estimated amount that each contractor will receive or is likely to receive (including the cost of labour and materials).	\$ _____

Part C

Specify the cost of any chattel relating to Part A and/or Part B	\$ _____
Specify the cost of any prescribed excluded item relating to Part A and/or Part B	\$ _____

Part D**All stages of staged building work by an owner-builder**

Does the application relate to a stage of the whole of the building work?	Yes ☐ No ☐
If yes, specify the extent of the stage:	_____
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	\$ _____
Specify the cost of any chattel in relation to building work carried out by the owner-builder	\$ _____
Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder	\$ _____
Is there a contract or agreement (other than a cost-plus contract or agreement) with a contractor to carry out part of the whole of the building work for all stages?	Yes ☐ No ☐
If yes, specify the contract price or agreed amount to be paid to the contractor (including for the cost of labour and materials) under the contract or agreement	\$ _____
If no, is there a cost-plus contract or agreement with a contractor to carry out part of the whole of the building work for all stages?	Yes ☐ No ☐
If yes, specify the contractor's estimate of the total amount that the contractor will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement	\$ _____
Specify the cost of any chattel under the contract or agreement	\$ _____
Specify the cost of any prescribed excluded item under the contract or agreement	\$ _____

Part E**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 ☐
If yes, specify the information required under Part A and/or under 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.	

Signature of Applicant		Date:	
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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.
- 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 owner 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 non-refundable fee 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 nonpayment 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.
 - f) *Additional fees will be payable for: additional or re-inspections, the preparation of Building Notices or Building Orders or attendance at the Building Appeals Board, or the assessment of performance based solutions applicable to meet the requirements of the BCA and protection of adjoining property provisions.*

SIGNATURE

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
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