

# APPLICATION FOR A BUILDING PERMIT

SCHEDULE 2 FORM 1

Building Act 1993 Building Regulations 2006 Reg 301

To Drew Wadsworth Municipal Building Surveyor/Private Building Surveyor

\* Whom is hereby appointed (Section 78) by the undersigned and no other Building Surveyor has already been appointed.

From Agent of Owner/ Owner\*

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

T: \_\_\_\_\_ Email: \_\_\_\_\_

Is the applicant a lessee or licensee of Crown land to which this application applies? \_\_\_\_\_

\* delete as applicable. As Agent, I am authorised by the land owner to lodge this application.

Contact details for serving or giving of documents: (please circle) Agent Owner Builder Other (please give details)

Owner

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

T: \_\_\_\_\_ Email: \_\_\_\_\_

## Property Details

Number \_\_\_\_\_ Street/Road \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Crown allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_

Municipal district \_\_\_\_\_ Allotment area (sq m) \_\_\_\_\_

Is the land owned by the Crown or a public authority? \_\_\_\_\_

## Builder (if known)

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

T: \_\_\_\_\_ Email: \_\_\_\_\_

## Building practitioners<sup>1</sup> and/or architect

(a) who were engaged to prepare documents submitted with this application<sup>2</sup>

Name \_\_\_\_\_ Category/class \_\_\_\_\_ Registration number \_\_\_\_\_

Name \_\_\_\_\_ Category/class \_\_\_\_\_ Registration number \_\_\_\_\_

## (b) to be engaged in the building work<sup>3</sup>

Name \_\_\_\_\_ ABD/ACN \_\_\_\_\_

Company Name \_\_\_\_\_ Registration number \_\_\_\_\_

If a registered domestic builder carrying out domestic building work attach details of the required insurance

Ensure name, company, ABN/CAN are identical on this form to the H.O.W application & builder

## Nature of building work \*

Construction of a new building ☐ Extension to an existing building ☐

Alterations to an existing building ☐ Change of use of an existing building ☐

Demolition of a building ☐ Re-erection of a building ☐

Removal of a building ☐ Other - Give Details ☐

Proposed use of building<sup>4</sup> \_\_\_\_\_

State the proposed / intended use of the building / part of the building is (Details required -e.g. dwelling, deck, side/rear fence, etc. Not just 'Dwelling')

\* Tick if applicable or give other description

## Owner Builder<sup>5</sup> (if applicable)

I intend to carry out the work as an owner builder [Yes / No]

## Value of building work<sup>6</sup>

Is there a contract for the building work? [Yes / No] If yes, please state the contract price \$ \_\_\_\_\_

If no, please state the estimated value of work (labour and materials) and attach details of estimation method \$ \_\_\_\_\_

## If application is for a stage of building work:

Extent of stage \_\_\_\_\_ Value for this stage \$ \_\_\_\_\_

## Signature of owner or agent

Date \_\_\_\_\_

Simply lodge this completed application form, plans, specifications and fees at:

THE ONE STOP PERMIT SHOP 365 Mitcham Road, Mitcham 3132 Tel 03 9872 3364

We also provide the option of receiving your plans by email. Simply email by PDF to [dwadsworth@proactconsult.com.au](mailto:dwadsworth@proactconsult.com.au) & ask us to print your plans for you. Please be aware there may be an additional charge for this service. Thank you



Attach application fee with lodgement & a tax invoice will be issued upon receipt

ESTIMATED START DATE FOR PERMIT WILL BE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

DATE RECEIVED BY PROACT. BUILDING CONSULTANTS AND BY -

DATE \_\_\_\_\_ STAFF NAME \_\_\_\_\_

Form A1

1. Building Practitioner means:

(a) a building surveyor; or

- (b) a building inspector; or
  - (c) a quantity surveyor; or
  - (d) an engineer engaged in the building industry; or
  - (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
  - (f) a builder; or
  - (g) a person who erects or supervises the erection of prescribed temporary structures; or
  - (h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners.
- but does not include -
- (i) an architect except in Part 9 and section 24 (3) and 176 (6); or
  - (j) a person (other than a domestic builder) who does not carry on the business of building; or
2. Include building practitioners with continuing involvement in the building work.
  3. Include only building practitioners with no further involvement in the building work.
  4. The **use** of the 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.
  5. If an **owner builder**, restrictions on sale of the property apply under section 137B of the Act. Section 137B also prohibits an owner builder of domestic building work from selling within 6½ years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance in favour of the purchaser. If you are an owner builder of domestic building work you are advised to apply to a relevant domestic building insurance provider to confirm your eligibility for the required insurance if required. The Building Commission maintains a current list of domestic building insurance providers.
  6. Building Permit Levy Notice is given that in accordance with section 201 of the Act, a building permit levy is required to be paid to the Building Administration Fund (to be collected by the relevant building surveyor) prior to the issue of the building permit and that the basis for calculation of that fee is 0.128 cents in every dollar of the cost of the building work for which the permit is sought; and HIH levy of .032%.

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