

# ILLEGAL WORK FORM

## REQUEST FOR PRELIMINARY ADVICE

Building Act 1993 / Building Regulations 2006

**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 OWNER / AGENT (Name):

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
T: \_\_\_\_\_ M: \_\_\_\_\_ F: \_\_\_\_\_ Email: \_\_\_\_\_ A/H: \_\_\_\_\_

### OWNERSHIP DETAILS

Owner of Land: \_\_\_\_\_  
Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
T: \_\_\_\_\_ M: \_\_\_\_\_ 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? \_\_\_\_\_  
\_\_\_\_\_

### NATURE OF BUILDING WORK

Construction of a new building	<input type="checkbox"/>	Extension to an existing building	<input type="checkbox"/>
Alterations to an existing building	<input type="checkbox"/>	Change of use of an existing building	<input type="checkbox"/>
Demolition of a building	<input type="checkbox"/>	Re-erection of a building	<input type="checkbox"/>
Removal of a building	<input type="checkbox"/>	Other	<input type="checkbox"/>
Proposed use of building			

\* Tick if applicable or give other description.

### DESCRIPTION OF ILLEGAL BUILDING WORKS: As Alleged by.....Council

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### DETAILS OF NOTICES OR ORDERS– Please supply prior to the on site meeting

Description	Date	Number	Expiry Date
eg. verbal/letter/notice/order			

Signature of owner or agent: \_\_\_\_\_ Date: \_\_\_\_\_

Simply lodge this completed form, any Council correspondence, plans, specifications and fees at:

PROACT 365 Mitcham Road, Mitcham 3132 Tel 03 9872 3364 Fax 03 9872 4701

Email: [dwadsworth@proactconsult.com.au](mailto:dwadsworth@proactconsult.com.au) Please be aware there may be an additional charge for printing of plans.



If our consultancy proceeds, please read, sign & return our Cost Agreement together with this completed Illegal works form to enable our work to begin

