

# Form 1

REGULATION 24  
Building Act 1993 (Act)  
BUILDING REGULATIONS 2018

## APPLICATION FOR A BUILDING PERMIT

**\*ALL DETAILS MUST BE COMPLETED IN ORDER FOR THE APPLICATION TO PROCEED**

To the Relevant Building Surveyor: .....

From:

\*Owner/\*Agent of Owner .....

\*ACN/\*ARBN .....

Postal Address:.....

Suburb:.....State:.....Postcode:.....

Address for serving or giving of documents: (No PO Box).....

Contact Person:.....Telephone.....

Email:.....Fax.....

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies  *†tick if applicable*

### Lessee responsible for building work

Indicate if 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 the lessee.....  *†tick if applicable*

**\*Ownership details:** (if applicant is agent of owner)

Name of Owner(s).....

\*ACN/\*ARBN.....

Postal Address:.....

Suburb:.....State:.....Postcode:.....

Contact Person:.....Telephone.....

Email:.....Fax.....

### Property details

Building Name.....Number.....Street/Road.....

City/Suburb/Town.....Postcode.....

Lot/s.....LP/PS.....Vol.....Fol.....

Crown allotment.....Section.....Parish.....County.....

Municipal District.....Allotment area (for new dwellings only).....m<sup>2</sup>

Land owned by the Crown or public authority  *†tick if applicable*

### Builder:

Company Name:.....\*ACN/\*ARBN.....

### Registered Builder:

\*Company/\*Individual Name:.....Telephone:.....

\*ACN/\*ARBN.....\*Building Practitioner Registration No:.....

Postal Address:.....State:.....Postcode:.....

Contact Person:.....Email:.....

### \*Natural person for service of directions, notices and orders

Name:.....Telephone:.....

Postal Address:.....Postcode:.....

Email:.....Fax.....

**Building Practitioners and/or architect engaged to prepare documents 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.....

**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 a swimming pool or spa	<input type="checkbox"/>
Construction of a swimming pool or spa barrier	<input type="checkbox"/>	† Other (give description)	<input type="checkbox"/>

**Description of building work if “Other” selected:** .....

Proposed use of building: .....

**\*Owner-Builder**

I intend to carry out the work as an owner builder. YES  NO

**Cost of building work:**

Is there a contract for the building work? YES  NO

If yes, state the contract price \$ ..... (GST inclusive)

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 \$ ..... (GST inclusive)

**Stage of building work**

If application is to permit a stage of the work-

Extent of stage ..... Cost of work for this stage \$ ..... (GST inclusive)

**NOMINATED LEVY PAYER DECLARATION (must be completed)**

- † Agent of Owner (as per details above)
- † Owner (as per details above)
- † Builder (as per details above)
- † Other (as per details below):

First Name:..... Last Name: .....

Email: ..... Telephone:.....

Street Address:.....

Suburb: ..... State: ..... Postcode:..... Country: .....

**Signature** .....

Signature of applicant

Print Name..... Date.....

By signing this application for building permit, **I confirm** that no other person has been appointed as the relevant Building Surveyor for this project. Subject to Section 81(1) of the Building Act 1993, the appointment of a private building surveyor cannot be terminated without the written consent of the Victorian Building Authority.

*\*Delete if inapplicable  
 † Tick if applicable*