

# Form 1

REGULATION 24  
Building Act 1993 (Act)  
BUILDING REGULATIONS 2018

## APPLICATION FOR BUILDING PERMIT

**\*DETAILS MUST BE COMPLETED IN ORDER FOR 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: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### Property Details

Building Name: \_\_\_\_\_

Shop No.: \_\_\_\_\_

Street/Road No.: \_\_\_\_\_

Street/Road: \_\_\_\_\_

City/Suburb/Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

Lot/s: \_\_\_\_\_

LP/PS: \_\_\_\_\_

Volume: \_\_\_\_\_

Folio: \_\_\_\_\_

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: \_\_\_\_\_

[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: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

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

### 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.: .....
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: .....

**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? YES NO

*[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 related staged building permit, includes the construction of social housing.]*

### 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? YES NO

*[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.]*

### \*Owner-Builder

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

Owner builder certificate of consent No. (if applicable) .....

### Cost of building work

Is there a contract for the building work? YES NO

If yes, 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**

Does the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the Building Act 1993 and a class 1, 9 or 10 building? YES NO

If yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the Building Act 1993 and the cost of the building work that relates to a class 1, 9 or 10 building:

**a. Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building**

Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**

**b. Cost of building work relating to a class 1, 9 or 10 building**

Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**  
Class: ..... \$ ..... **GST Inclusive**

**Stage of building work**

Extent of Stage: .....  
Cost of Work for this stage (should be equal to total of a&b): \$ ..... **GST Inclusive**  
Cost of work for the whole of the building work: \$ ..... **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 (please specify 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*

