**APPLICATION FOR A BUILDING PERMIT**

## Building Act 1993, Building (Interim) Regulations 2017, Regulation 301, Form 1

**To: Building Surveyor**



|  |
| --- |
| **Property Details (details from property title)** |
| No.  |  Street  |  | City/Area  |
| Lot  | LP/PS  | Vol  | Fol  | CA  | Sec  | Parish  | County  |
| Municipal District: **Horsham Rural City Council** |  | Allotment area m2 |
| Is Land owned by Crown or Public Authority? YES [ ]  NO [ ]  | Is there an existing dwelling on this lot? | YES | [ ]  | NO [ ]  |

|  |  |  |
| --- | --- | --- |
| **Owner of Land** |  | **Owner Builder5 (if applicable)** |
| Owner  |  |  | **I intend to carry out the work as an owner builder?** |
| Postal Address |  |  | YES [ ]  NO [ ]  |
|  |  | **Staged building work** |
| Contact Person  |  | **If application is to permit a stage of the work:** |
| Tel No.  | Fax No.  |  | Extent of stage |  |
| Email Address  |  | Cost of work for this stage  | $ |
| Indicate if the applicant is a lessee or licensee of Crown land to which this application applies? YES [ ]  NO [ ]  |  |  |  |
| **Cost of Building Work** |
| **Is there a contract for the building work?** YES [ ]  NO [ ]  |
| **Lessee Responsible for Building Work**  |  | If yes, state the contract price  | $ |
| 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 [ ]  NO [ ]  |  | If no, state the estimated value of building work  | $ |
| (including the cost of labour and materials) and attach details of the method of estimation) |
|  |
| **Agent of Owner (if applicable)** | **Building Practitioner1 and/or Architect** |
| Name  |  | **a) to be engaged in the building work**2 |
| Postal Address  |  | Name  |
|  |  | Category/Class  | Reg No.  |
| Tel No.  | Fax No.  |  | (If a registered domestic builder carrying out domestic building work, attach details of the required insurance) |
| Email Address  |  | **b) who were engaged to prepare documents forming part of the application for this permit**3 |
| **Address for serving and giving of documents** |  |
| Name  |
|  |  |
| Category/Class  | Reg No.  |
|  |  |
| Name  |
|  |  |
| Category/Class  | Reg No.  |
| **Builder (if known)** |
|  |
| Name  | **Signature (Agent/Owner)** |
|  |
| Postal Address  | Signature |
|  |
|  |
| Date  |
| Tel No.  | Fax No.  |  |
| Email Address  |  | **Has the owner consented to this application?** | YES [ ]  NO [ ]  |
| **Nature of Building Work** |  | **OFFICE USE ONLY** |
| [ ]  Construction of a new building |  | **Fees** | **Fee** | **GST** | **Total** |
| [ ]  Alterations to an existing building |  | Issuing/Insp (110) | $ | $ | $ |
| [ ]  Demolition of a building |  | Building Levy (113) | $ | $ | $ |
| [ ]  Removal of a building |  | Deposit (802) | $ |
| [ ]  Re-erection of a building |  | Report and Consent (116) | $ |
| [ ]  Extension to an existing building |  | **TOTAL FEES** | $ |
| [ ]  Change of use of an existing building |  | Receipt No. | Date |
| [ ]  Other (specify) |  | Assessment No. |  |
| **Description and Proposed Use of Building**4 |  | P/Permit No. | Date |
|  |  | **B/Permit No** |

## Note 1 Building Practitioner means -

1. a building surveyor; **or**
2. a building inspector; **or**
3. a quantity surveyor; **or**
4. an engineer engaged in the building industry; **or**
5. a draftsperson who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; **or**
6. a builder including a domestic builder; **or**
7. a person who erects or supervises the erection of prescribed temporary structures; **or**
8. 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 -

1. an architect **or**
2. a person (other than a domestic builder) who does not carry on the business of building

**Note 2** Include building practitioners with continuing involvement in the building work.

**Note 3** Include only building practitioners with no further involvement in the building work.

**Note 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.

**Note 5** If an owner builder there are restrictions on the sale of the building under section 137B of the Building Act 1993.

Section 137B prohibits an owner builder from selling a building on which domestic building work has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Commission maintains a current list of domestic insurance providers.

## Building Notices and Building Orders

Building Notices and Building Orders may be issued by Council regarding any non-compliant building works during the course of construction. A fee may be charged where this is required.

## Information Privacy Act 2000

The information supplied on this form is shared with the Victorian Building Authority and the Electoral Commission. It is not sold or given to any commercial third party by Council, however Section 31 of the Building Act 1993 requires Council to keep a register of all building permits that is to be made available for inspection by any person during office hours.

## Disclaimer

It is the owner’s responsibility to ensure that all information provided, including documentation relating to this permit application is true and correct. Horsham Rural City Council and its employees will not be responsible for checking the accuracy of the information provided, nor for any errors or omissions. Information accepted as part of the application is done in “good faith”. It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out a function under this Act or the regulations.