

## Building Application Form

Building Act 1993 Interim Building Regulations 2017  
Regulation 301 Form 1

To: **Municipal Building Surveyor  
Indigo/Towong Shire Council**

Received:

### APPLICANT DETAILS

Owner/ Agent of Owner \_\_\_\_\_

Contact

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

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

Postcode \_\_\_\_\_

Address for serving notice  
(if different from above) \_\_\_\_\_

### \*\* Email

\*\*Please ensure Agent, Builder AND Owner emails are clearly written as this is our preferred method of contact.

Is the applicant a lessee or licensee of Crown Land to which this application applies Yes/ No

If a lessee of the building- of which parts are leased by a different person, is responsible for the alterations to a part of the building leased by the lease YES/ NO

Land is owned by the Crown or Public Authority \_\_\_\_\_ (Authority Owner)

### OWNERSHIP DETAILS (ONLY IF DIFFERENT FROM APPLICANT)

Name \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

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

Postcode \_\_\_\_\_

### \*\*Email

**I INTEND TO DO THE WORK AS AN OWNER BUILDER (Please see important notes in the**

**Application Checklist) Yes  No**

### PROPERTY DETAILS

No: \_\_\_\_\_ Street \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Property Description (may be lot/plan of subdivision OR Crown Allotment/Section)

Municipal District **INDIGO /TOWONG** Property number (as per Rates) \_\_\_\_\_

**COST OF BUILDING WORKS** \_\_\_\_\_

**DESCRIPTION/ PROPOSED USE OF  
BUILDING** .....

**NATURE OF BUILDING WORKS:**

<input type="checkbox"/> Construction of New Building	<input type="checkbox"/> Change of use of existing building
<input type="checkbox"/> Demolition/Removal of a Building	<input type="checkbox"/> Extension to an existing building
<input type="checkbox"/> Alterations to existing building	<input type="checkbox"/> Swimming Pool & Barriers
<input type="checkbox"/> Re-erection of a building	<input type="checkbox"/> Other

**BUILDER:**

Name: .....  
Postal Address: .....  
Phone: ..... Mobile: ..... Fax: .....

**\*\*Email.....**

**Building Practitioner Number:**

Name: ..... Category/Class: ..... Reg No:.....

**b) WHO WAS ENGAGED TO PREPARE DOCUMENTS SUBMITTED WITH THIS APPLICATION (e.g. Engineer, Architect, Draftsperson)**

Name: ..... Category/Class: ..... Reg No:.....  
Name: ..... Category/Class: ..... Reg No:.....  
Name: ..... Category/Class: ..... Reg No:.....

If not applying as an Owner-Builder you must provide the relevant Builder's registration details (for any work over \$10,000). If a registered builder is carrying out domestic building work over \$16,000 – attach a copy of the required insurance

**COST OF BUILDING WORKS (Please see important notes in the Application Checklist)**

Is there a contract for the building works?

If **YES** please state the contract price \$\_\_\_\_\_ (please attach a copy)

If **NO** please state the cost of building works (including the cost of labour and materials) and attach details of the method of estimation \$\_\_\_\_\_

If this application is for a stage of building, advise extent of stage\_\_\_\_\_

Value of Stage \$\_\_\_\_\_

I/We hereby undertake the building work will be carried out in conformity with the requirements of the Building Act 1993 and Interim Building Regulations 2017.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LODGEMENT:**

<b>By Mail</b> P.O. Box 28 Beechworth Vic 3747	<b>By Email</b> <a href="mailto:info@indigoshire.vic.gov.au">info@indigoshire.vic.gov.au</a> (To expedite your application, please post copies of plans)	<b>In Person</b> 34 High Street Yackandandah (APPOINTMENT PREFERRED) Or at any customer service centre
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**CONTACT DETAILS:**

Telephone : 1300 365 003 Facsimile: (03) 57281676  
Email Enquiries to: [info@indigoshire.vic.gov.au](mailto:info@indigoshire.vic.gov.au) Website: [www.indigoshire.vic.gov.au](http://www.indigoshire.vic.gov.au)

**Office Use Only:**

Building Permit Fee: \_\_\_\_\_  
Lodgement \_\_\_\_\_  
Building Levy \_\_\_\_\_  
TOTAL: \_\_\_\_\_

RECEIPT NO:

To enable your building application to be processed as quickly as possible the following information **MUST** be submitted at time of application:

Email is our preferred method of communication. Please ensure that we have correct email addresses for owner and builder and/or agent

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**FOR ALL BUILDING APPLICATIONS: (Please do not staple documents)**

- A Completed Building Application Form (signed and dated)**
- 1 copy of Current Title AND Plan of Subdivision/title plan or Crown Allotment.**

*This document is particularly important to establish any easements, covenants or restrictions on the property we should be aware of. The title & title plan can be downloaded from [www.landata.vic.gov.au](http://www.landata.vic.gov.au) website - Title & Property Information - Title & Property Certificates - add the address – confirm property details - tick “Register Search Statement {Title}” & “Copy of Plan”.*
- Engineer’s Certificate of Compliance (Regulation 1507).**
- Plans (to scale) showing:**
  - The Floor plan at each floor level
  - Elevations
  - Sections
  - The sizes, stress grades, spans and locations of structural members
- Site plan (to scale) showing:**
  - Boundaries and dimensions of the property
  - Easements (if any)
  - Position of any existing buildings
  - Position of the proposed building
  - Distance of the proposed building from other buildings and allotment boundaries. ( a Bushfire Assessment Level may also be required for sheds/construction within 6m of dwelling if property is deemed to be in a Bushfire Prone Area )
- Fees and Charges- do not have to be paid at lodgement but are required prior to assessment of permit.** *(These are based on Council’s Fees and Charges schedule and include GST- there are also two State Government Taxes which may apply- no GST applicable. A building lodgement fee applies on works over \$5000 and a Building Levy (value of works x 0.128%) applies on all works over \$10,000. It is now a regulatory requirement that the estimated cost of works be justified. The cost of works is to include labour as if the project was constructed under a contract. Please ensure that your value of works is a true and accurate reflection of the cost to construct the building- Council may request a detailed estimate with copies of all quotations.*
- When contracting a Registered Building Contractor\* for your domestic works then please supply**
  - Builders name and Victorian Building Authority Practitioner number
  - Copy of Builder’s Warranty Insurance is required for works over \$16,000.
  - Copy of Contract
- If you choose the option of Owner Builder for domestic works over \$16,000 then please supply:**
  - Certificate of Consent from the Victorian Building Authority. Contact 1300 815 127 or [www.vba.vic.gov.au](http://www.vba.vic.gov.au) to obtain application. \*\*\*\*

**It is recommended that you contact our Planning Department to determine whether a Planning Permit is also required for your works.**

**In addition to the above information, the following is also required depending on the type of works you are doing:**

**BUILDING A NEW DWELLING/EXTENSIONS TO DWELLING:**

- Soil report recommending foundation depth/design
- 6 Star energy rating report and stamped plans
- Copy of Bushfire Attack Level (BAL) Assessment
- Ensure that the construction details for your BAL are shown on all plans.

You may also require

- Septic Permit to Install or Septic Permit to Alter if applicable.
- Stormwater Discharge Point/ Road Opening Permits (Indigo Shire Assets Dept)
- Build over Easement Agreements
- Protection of Adjoining Property  
*(where construction such as a retaining wall or site cut adjoins or affects the boundary or adjoining property)*

**BUILDING ON VACANT LAND**

Please note that building a shed on Vacant Land without a Dwelling to which it is appurtenant is prohibited under some zones of the Indigo Planning Scheme.

If not prohibited by the Planning Department, please attach a Request for Report and Consent – Regulation 422 with covering letter supporting your application and applicable fees.

There is no provision for “Temporary” or “Weekender” accommodation under the Building Code of Australia. Construction of Sheds with sanitary facilities on vacant blocks is unlikely to be supported.

**SWIMMING POOLS**

- Provide details of your intended fencing which is compliant with AS1926

**\*\* Building Practitioners must hold current registration with the Victorian Building Authority – check [vba.vic.gov.au/Find a Practitioner](http://vba.vic.gov.au/Find a Practitioner)**

**\*\*\*\*\* Undertaking works as an Owner Builder.** Please note that this process may delay your application as you will be required to undertake assessments in Building and Construction and Occupational Health and Safety.

Should the property be sold within 6 ½ years of completion of the relevant building work Section 137B of the Building Act 1993 prohibits the selling of the property unless they have satisfied certain requirements including defect reports and compulsory insurance.

**If you require further information or assistance please contact a Council Officer within the Building Unit on 1300 365 003**

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