



FORM 1

Regulation 24

Building Act 1993

Building Regulations 2018

APPLICATION FOR A BUILDING PERMIT

TO GLENN COLWELL -BUILDING SURVEYOR

From

*Owner/*Agent of owner

*ACN/*ARBN

Postal address of applicant

Postcode

*****Email**

Address for serving or giving of documents

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

†

Contact person

Telephone

Lessee responsible for building work

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

†

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

Name of owner(s) *[insert full name(s)]*

*ACN/*ARBN

Postal address

Postcode

Contact person

Telephone

*****Email**

Property details

Number _____ 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) m²

Land owned by the Crown or a public authority †

Builder (if known)

Name Telephone

Postal address Postcode

***Email

Building practitioners and/or architect

(a) to be engaged in the building work

Name _____ Category/class _____ Registration no. _____

Name _____ Category/class _____ Registration no. _____.

If a registered domestic builder carrying out domestic building work, attach details of the required insurance.

(b) who was engaged to prepare documents forming part of the application for this permit (Engineer, Draftsperson etc)

Name _____ Category/class _____ Registration no. _____

Name _____ Category/class _____ Registration no. _____

Nature of building work

- | | | | |
|--------------------------------------|----------------------------|--|----------------------------|
| 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 swimming pool or spa barrier | <input type="checkbox"/> † |
| Construction of swimming pool or spa | <input type="checkbox"/> † | | |
| Other [give description] | <input type="checkbox"/> † | | |

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 \$

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 \$

Stage of building work

If application is to permit a stage of the work—

Extent of stage

Cost of work for this stage \$

Signature

Signature of applicant _____

Date

* Delete if inapplicable

† Tick if applicable

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

Building Application Checklist

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

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 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.
 - A Copy of Contract must be provided
- 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 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**

******* 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