

Application for a Building Permit

Building Act 1993 Building Regulations 2018
Regulation 24 Form 1

TO: Municipal Building Surveyor

Received:

APPLICANT DETAILS

Owner/Agent of Owner:		
ACN/ARBN:		
Contact Person:	Telephone:	
Postal Address:		
Suburb:	State:	Postcode:
Address for servicing or giving documents: (if different from above)		
Email:		

**** Please ensure Agent, Builder AND Owner emails are clearly written.**

Is the applicant a lessee or licensee of Crown Land to which the 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 lessee YES / NO
Land is owned by the Crown or Public Authority _____ (Authority Owner)

OWNERSHIP DETAILS (ONLY IF DIFFERENT FROM APPLICANT)

Name:	ACN/ARBN:	
Contact Person:	Telephone:	
Postal Address:		
Suburb:	State:	Post Code:
Email:		

I INTEND TO DO WORK AS OWNER BUILDER YES / NO (Please see important details on the Application Checklist)

PROPERTY DETAILS

No:	Street:	Property Number: As per Rates notice
Suburb:	State:	Post Code:
Property Description : (may be lot/plan of subdivision OR Crown Allotment/Section)		

BUILDING WORKS

Total cost of building works: \$ Inclusive of <u>ALL</u> cost associated to complete development	
Description/proposed use of building:	
Proposed use of Building:	
Nature of Building Works: Please tick applicable	
<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 dwelling
<input type="checkbox"/> Alterations to existing building	<input type="checkbox"/> Swimming Pool and Barrier
<input type="checkbox"/> Re-erection of a building	<input type="checkbox"/> Other – please give description

BUILDER

Name:		
Organisation:	Phone:	
Postal Address:		
Suburb:	State:	Post Code:
Email:		
Building Practitioner Number Details: Name:	Category/Class:	Reg No:

If not applying for Owner-Builder you must provide the relevant Builder's Registration details.

If the project is \$10,000 or more you must provide a copy of the building contract.

If a registered builder is carrying out domestic building works over \$16,000 – attach a copy of the required insurance.

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:

COST OF BUILDING WORKS

(Please see import details on the Application Checklist)

Is there a contract for the building works? YES / NO
If YES please state the contract price \$_____ and please provide a copy of the contract.
If NO please state the cost of the building works \$_____ (including the cost of labour, materials & concrete etc) and attach an itemised estimation of the project cost.
If this application is for a stage of building, advise extent of applicable stage _____.
And Value of stage \$ _____.

Floor Type	Frame Type	External Wall Type	Roof Type
<input type="checkbox"/> Concrete Slab	<input type="checkbox"/> Timber	<input type="checkbox"/> Brick (Veneer)	<input type="checkbox"/> Tiles
<input type="checkbox"/> Piers	<input type="checkbox"/> Steel	<input type="checkbox"/> Brick (Double)	<input type="checkbox"/> Colourbond
<input type="checkbox"/> Stumps	<input type="checkbox"/> Other (Specify) : _____	<input type="checkbox"/> Colourbond	<input type="checkbox"/> Other (Specify) : _____
<input type="checkbox"/> Other (Specify) : _____		<input type="checkbox"/> Timber/Weatherboard	
			<input type="checkbox"/> Other (Specify) : _____

I/We hereby undertake the building works will be carried out in conformity with requirements of the Building Act 1993 and Building Regulation 2018.

Name: _____ Applicant's Signature: _____ Date: _____

LODGMET AND ENQUIRY DETAILS

Telephone:
1300 365 222

By Mail:
PO Box 55
Towong VIC 3700

By Email:
info@towong.vic.gov.au

In Person:
Call to arrange an appointment
1300 365 222

Website:
www.towong.vic.gov.au

OFFICE USE ONLY	
Building Permit Fee:	\$
Lodgement Fee:	\$
Building Levy:	\$
TOTAL:	\$
Receipt No:	

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:

Please note that e-mail is our preferred method of communication.

Please ensure that we have the correct email addresses for the owner and builder and/or agent

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

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

Completed Building Application Form (signed and dated)

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. Please sur both "Register Search Statement {Title}" & "Copy of Plan" are included.

Engineer's Certificate of Compliance (Regulation 126).

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

Fees do not have to be paid at lodgement but are required prior to assessment of permit application. Council will contact you for payment once application has been received. To obtain a quote please contact us directly on 1300 365 222.

These are based on Council's Fees and Charges schedule and include GST.

In addition, 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 please provide:

- 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 to obtain application. ****

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 (New dwelling only)
- 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 - refer to Indigo Shire's Assets Department
- Build over Easement Agreements
- Protection of Adjoining Property - *Where construction such as a retaining wall or site cut adjoins or affects the boundary or an 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 87 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 – must be 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 Towong Shire Council on 1300 365 222