

# Application for a Building Permit

## Form 1 – Regulation 24, Building Act 1993 Building regulations 2018

Updated 15 December 2023



\*Required fields

To Municipal Building Surveyor / Relevant Building Surveyor – Asanka Kodikara (BS-U 17349)

\*From Owner/\*Agent of owner: \_\_\_\_\_

\*ACN/\*ARBN: \_\_\_\_\_

Postal address of applicant: \_\_\_\_\_

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

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

Address for serving or giving of documents: \_\_\_\_\_

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

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

Contact person: \_\_\_\_\_

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

### Lessee responsible for building work

Tick 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) m<sup>2</sup>

Land owned by the Crown or a public authority

## Builder

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

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

\*ACN/\*ARBN:

\_\_\_\_\_

Building practitioner registration number: \_\_\_\_\_

Postal address: \_\_\_\_\_

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

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

## Building practitioner or architect engaged to prepare documents for this permit

*[List any building practitioner or architect engaged to prepare documents forming part of the application for this permit.]*

Name:

Category/class:

Registration number:

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Name:

Category/class:

Registration number:

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## Nature of building work

*Tick any that apply.*

- |                                                            |                                                                |
|------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> 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 barrier |
| <input type="checkbox"/> Construction of swimming pool     | <input type="checkbox"/> Construction of small second dwelling |
| <input type="checkbox"/> Other <i>[give description]</i>   |                                                                |

**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

*[Tick 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

*[Tick 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, state the contract price: \$\_\_\_\_\_

If no, state the estimated cost of the building work  
(including the cost of labour and materials): \$\_\_\_\_\_

*Attach details of the method of estimation.*

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:

Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building: \$\_\_\_\_\_

Cost of building work relating to a class 1, 9 or 10 building: \$\_\_\_\_\_

## Stage of building work

If application is to permit a stage of the work:

- Extent of stage: \_\_\_\_\_
- Cost of work for this stage: \$ \_\_\_\_\_
- Cost of work for the whole of the building work: \$ \_\_\_\_\_

## Signature

By signing this document, I confirm that I am appointing Asanka Kodikara as the Relevant Building Surveyor pursuant to Part 6 of the Building Act 1993. Additionally, I accept all matters detailed over relating to the Building Permit application and the Appointment Conditions and hereby advise that no other Building Surveyor has been appointed as the Relevant Building Surveyor.

Signature of applicant:

Date:

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**Note:** Unless otherwise directed, correspondence relating to the Building Permit Application will be emailed to the relevant recipient.

## **Appointment conditions**

### **Additional non-mandatory building inspections and certifications**

The mandatory inspection stages required by state legislation are only:

- prior to placing a footing
- prior to pouring an in situ reinforced and concrete member as approved by the building surveyor
- at the completion of framework
- during the carrying out of building work specified in the relevant building permit by the relevant building surveyor for the purposes of any inspection required by regulation 172
- upon completion of all building work.

Other important elements that do not or no longer require compulsory inspections include:

- Termite Management Systems
- Basement Waterproofing
- Bushfire Management Systems
- Storm water & AG Drains
- Lock Up & Wall Insulation
- Pre-tile Substrata to Wet Areas
- Roof Insulation
- Energy efficiency
- Sound Attenuation and
- Garage Infill Slab preparations.

Independent written certification of these stages of construction may be necessary to confirm compliance by other professionals, practitioners or authorities prior to applying for the Certificate of Final Inspection and/or Occupancy Permit. Your building permit stipulates the mandatory building inspections that must be undertaken throughout and during the construction period.

You must arrange with the City of Boroondara/Boroondara Building Surveying Services for the inspections to be undertaken. No less than 24 hours notice must be provided for the arranging of a mandatory inspection. Inspection requests inside 24 hours will be attempted but cannot be honored. Additional inspections carried out more than once for those listed on the building permit will be charged accordingly. Inspection fees must be paid prior to additional inspections being carried out.

### **Commencement of building work**

No building work shall commence prior to the building permit issue date.

### **Building Notices and Building Orders**

Building Notices and Building Orders that are issued by Council/Boroondara Building Surveying Services regarding any non-compliant works during the course of construction may be invoiced to the owner or builder at a minimum hourly rate of \$385 (minimum of 2 hours). Any administration and legal costs that may be incurred by Council/Boroondara Building Surveying Services in enforcing any Notice or Order may also be passed on and invoiced accordingly.

## **Privacy and Data Protection Act 2014**

The information supplied on this form is shared with the *Victorian Building Authority* and/or any other *Authority*. *Section 31* of the *Building Act 1993* requires Council to keep a register of all building permits (both public and private) and to make this register available for inspection by any person during normal office hours. Therefore, any person is permitted to obtain and use the information supplied on this form for any lawful purpose.

## **Lapsed building permits**

It is a requirement to complete the building works within the timeframes stipulated on the building permit. If your building permit expires you may be required to obtain a new building permit, including the payment of new building permit fees to allow for the lawful completion of the building works. Should the building permit have lapsed prior to the final inspection/occupancy inspections, additional fees to the satisfaction of the relevant building surveyor will be required to be paid.

## **Changes during construction**

Any proposed variations / changes to the building work from that approved in the building permit documentation must be submitted to the relevant building surveyor for approval prior to works proceeding. It is a breach of the *Building Act 1993* to carry out work that is not in accordance with the building permit. Building permit variation fees apply.

## **Documentation**

A full original (endorsed/stamped) copy of all documentation must be kept on site at all times during construction to ensure that tradespeople carry out the building works strictly in accordance with the approved plans and to allow for mandatory inspections.

## **Disclaimer**

It is the owner's responsibility to ensure that all information provided, including documentation, relating to this permit application is true and correct. The City of Boroondara/Boroondara Building Surveying Services and its employees will not be responsible for checking the accuracy of information provided, nor for any errors or omissions. Information accepted as part of this 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.

## **Refund policy**

The City of Boroondara/Boroondara Building Surveying Services is not obliged to refund any building permit fees, however if the application is withdrawn due to unavoidable circumstances, the fees may be refunded depending on the work done as follows:

- a) Min \$175 or 50% of the building permit application fee, whichever is greater (excluding GST, government levies and applicable lodgement fees and only where the building permit has not been issued; or
- b) The cost of the mandatory inspection components listed on the building permit which have not been carried out by this office will be refunded if the building permit has been issued (mandatory inspections are listed on the building permit).

## Agents authority by owner

No person or entity is permitted to apply for a Building Permit or act on behalf of an owner without the expressed written consent of the owner pursuant to Section 248 of the Building Act 1993.

I \_\_\_\_\_ (print full name) being the owner of the property  
at \_\_\_\_\_ (print full property address)  
have appointed \_\_\_\_\_ (print full name) as my  
agent to apply for a Building Permit including other relevant permits and/or consents on my behalf  
for the works specified on the Building Permit Application Form.

Signature of Owner:

Signature of Agent:

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

\_\_\_\_\_  
Date:

\_\_\_\_\_  
**Note:** It is an offence under law for a person to make a false or misleading statement or provide any false or misleading information, including forging signatures.