



246E Governor Road
BRAESIDE
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BUILDING
SURVEYING
SERVICES P/L

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BUILDING PERMITS
BUILDING REPORTS
BUILDING INSPECTIONS
ALTERNATIVE SOLUTIONS
CONSTRUCTION CONTRACTS
CONSTRUCTION CONSULTANCY
CONSTRUCTION DISPUTE RESOLUTION

Form 1
Regulation 301
Building Act 1993
BUILDING (INTERIM) REGULATIONS 2017
APPLICATION FOR A BUILDING PERMIT

IMPORTANT - THE FOLLOWING DETAILS WILL BE USED FOR THE SERVICE OF NOTICES AND PERMIT ISSUING, ENSURE ALL FIELDS ARE COMPLETED.

APPLICANT DETAILS (The person filling up this form, and who is in charge of the building permit)

APPLICANT/AGENT OF OWNER _____ Mobile Ph _____

Postal Address _____ Postcode _____

Contact Person _____ Ph _____ Fax _____

Contact Email _____

Note - The tax invoice will be made out to the applicant unless notified otherwise.

OWNERSHIP DETAILS (If you are the agent, simply write 'as above'.)

Owner _____ Mobile Ph _____

Postal Address _____ Postcode _____

Contact Person _____ Ph _____ Fax _____

Contact Email _____

Note - The postal address must not be the subject property address when a full demolition or construction occurs - please ensure the postal address of the owner is stated.

PROPERTY DETAILS

Number _____ Street/Road _____

Suburb/Town _____ Postcode _____

Lot/s _____ LP/PS _____ Volume _____ Folio _____

Allotment Area (new dwellings only) _____

BUILDERS DETAILS

BUILDER _____ Telephone _____

Address _____ Postcode _____

Contact Person _____ Reg No _____ Mobile Ph _____

Contact Email _____



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BUILDING PRACTITIONERS AND/OR ARCHITECT

(a) to be engaged in building work

Name _____ Category/Class _____ Reg. No. _____

Name _____ Category/Class _____ Reg. No. _____

(b) who were engaged to prepare documents submitted with this application

Name _____ Category/Class _____ Reg. No. _____

Name _____ Category/Class _____ Reg. No. _____

NATURE OF BUILDING WORK

- | | |
|--|---|
| <input type="checkbox"/> Construction of new building | <input type="checkbox"/> Extension to existing building |
| <input type="checkbox"/> Alterations to an existing building | <input type="checkbox"/> Demolition of building |
| <input type="checkbox"/> Removal of building | <input type="checkbox"/> Re-erection of building |
| <input type="checkbox"/> Change of use to existing building | <input type="checkbox"/> Other _____ |

Proposed building/s and their use _____

Please ensure all buildings are specified here as any work not applied for will not form part of this permit - DO NOT STATE ONLY 'RESIDENTIAL', 'COMMERCIAL' OR THE LIKE. WE NEED TO BE AWARE OF THE SPECIFIC USE OF THE BUILDING IN ORDER TO CLASSIFY THE BUILDING, E.G. The use of a residential building can vary from a private family home to a boarding house to a hotel/motel - these are all residential, but they are considered different uses of a residential building.

Owner Builder - I intend to carry out the work as an owner builder (Yes / No)

Area of building work _____ m²

Cost Building Work

Value of Building Work (including labour and materials) \$ _____

Stage of Building Work (If the application is to permit a stage of building work)

Stage (1)(2)(3)(4)(5) _____ Value of building work for this stage \$ _____

Scope of Works _____



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Building Materials

Floor _____ External walls _____ Frame _____
Roof _____ Number of Storeys _____

SIGNATURE OF OWNER OR AGENT _____ **DATE** _____

NOTES:

Note 1 Building Practitioner means:-

- (a) a building surveyor, or
- (b) a building inspector, or
- (c) a quantity surveyor, or
- (d) an engineer engaged in the building industry, or
- (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
- (f) a builder; or
- (g) a person who erects or supervises the erection of prescribed temporary structures, or
- (h) 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:
 - (i) an architect; or
 - (j) 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 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 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 6½ years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.

SUPPORTING DOCUMENTATION				
No.	Documentation Required	Supplied	Not Supplied	Not Applicable
01	Application for Building Permit Form 1			
02	Certificate of Title, Plan of subdivision (allotment plans) & other relevant title documents			
03	Storm Water Legal Point of Discharge (if Applicable)			
04	Property & Planning Information Certificates from Council			

05	Report & Consent documents (where applicable)			
06	Planning Permits Copies (where applicable)			
07	4 x copies of Site Plans showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, Site Cuts and Retention Systems, details of buildings on adjoining Allotments etc. Minimum Scale 1:500			
08	4 X copies of fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities etc. Including analysis for determining Part 4 matters such as setbacks, site coverage, building heights and siting, carparking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report etc. Minimum Scale 1:100			
09	4 X copies of Engineering Designs, geotechnical reports, structural designs, drawings, details, computations, footings systems, retention systems, drainage systems, tanking systems, fire engineering designs, mechanical systems, hydraulics systems etc			
10	4 X copies of Energy Rating Reports and designs 6 Star for new dwellings Section J for commercial industrial and public buildings			
11	Certificates of Compliance			
12	Domestic Contracts Insurance Certificate where cost exceeds \$16000 (Not applicable to Owner builders or Commercial Building Works)			
13	4 X copies of Building Specifications for the Building Works including Retention Tanking and Drainage systems, Framing Schedule, Door & Window Schedule etc.			
14	Protection Works Notices (Forms 3 & 4). (where required)			
15	Owner Builder certificate of consent – applicable for domestic building work over \$12,000			
	Other documents required by the RBS			