



APPLICATION FOR A BUILDING PERMIT

FORM 1 Regulation 24 Building Act 1993 Building Regulations 2018

Council is collecting the information on this form so that it may consider your application in accordance with the provisions of the Building Act 1993. The information is only used by Council for this purpose and will not be disclosed unless required under law.

TO:

Municipal Building Surveyor	Telephone: (03) 5559 4800
Warrnambool City Council	Fax: (03) 5559 4900
25-53 Liebig Street, Warrnambool VIC 3280	Email: building@warrnambool.vic.gov.au

I hereby appoint to the Municipal Building Surveyor to carry out functions as the relevant building surveyor for the purpose of assessment and issuing of a building permit in accordance with the Building Act 1993 and the building Regulations 2018.

From

Owner/ Agent of owner:

ACN/ ARBN:

Postal address of applicant: Postcode:

Email

Address for serving or giving of documents:

.....

..... Postcode:

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies^: Yes No

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^: Yes No

***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/TP: 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^: Yes No

Builder (if known)

Name: Telephone:

Postal Address: Postcode:

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 were engaged to prepare documents forming part of the application for this permit:

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"/> |
| Extensions 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 a swimming pool or spa barrier | <input type="checkbox"/> |
| Construction of swimming pool or spa | <input type="checkbox"/> | Other: <i>[give description]</i> | <input type="checkbox"/> |

Proposed use of building:

***Owner Builder**I intend to carry out the works as an owner-builder[^]. Yes No If the value of the domestic building work to be undertaken is more than \$16,000 you must have a *certificate of consent* from the VBA to be an owner-builder. <http://www.vba.vic.gov.au/consumers/owner-builders>**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: Estimated cost \$

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:

*Delete if applicable

Date:

[^] Tick if applicable

LODGEMENT & PAYMENT OPTIONS

Payment is required prior to the issuing of any response to your application. Lodgements and payment may be made using the following methods:

In person All payment options are available in person from 8.30am to 5.00pm Monday to Friday at our Civic Office at 25-53 Liebig St, Warrnambool

Mail Only Cheque is accepted for applications received by email. Otherwise please include your email address above and we will email you the invoice for payment.

E-mail You can email the application forms completed with the required documents to building@warrnambool.vic.gov.au, once received we will confirm by emailing you back with an invoice for payment.

DOCUMENTS REQUIRED TO ACCOMPANY A BUILDING PERMIT APPLICATION

Document	No. of Copies (If Electronic)	No. of Copies (If Hard Copy)	Notes
Application for a Building Permit (Form 1)	1	1	To be completed in full. Incomplete applications will be returned
Copy of Certificate of Title and Title Plan, Plan of Subdivision, Covenants, Agreements etc.	1	1	Current title documents can be downloaded by anyone on www.landata.vic.gov.au
Builders Warranty insurance certificate	1	1	Not required where the work costs less than \$16,000 or where the Owner is the builder
Soil Report	1	3	A soil report is not required if an addition to a dwelling or ancillary building is less than 20m ² in floor area
Construction Drawings including a site plan (1:500), elevations (1:100) and sections (1:20) showing the location, size, grade and spacing of structural members and connections.	1	3	Drawings desirable drawn by a registered Architect or Draftsperson. Owners or builders may prepare their own drawings as long as they show all required information accurately.
Stormwater Discharge layout and Legal Point of Discharge	1	3	Legal Point of Discharge forms can be obtained from the Infrastructure Department.
Survey Plan with site levels to verify true boundary locations	1	3	Applicable to all new dwellings and where proposed works abut the title boundary (excluding outbuildings)
Engineers documentation including structural computations, drawings and accompanying <i>Certificate 1507 of Design Compliance</i>	1	3	Applicable to all steel frame structures and some timber frame structures
Project specifications describing the materials to be used and the methods of construction including timber framing sizes and bracing design and locations.	1	3	Separate specifications are not required if appropriate notes and detail are nominated on the drawings
Roof truss design and layout	1	3	A truss design is not required where the roof is a conventional frame
Additional approvals is required i.e. Planning Permit and/or Rescode Variation consent	1	1	The owner is responsible for ensuring all required permits and approvals have been acquired
Septic tank approval from the Health Department	1	1	Applicable to new dwellings where a septic tank is proposed
Protection Work Notice (Form 3 & 4)	1	1	Where excavation or construction work is occurring on or close to an adjoining boundary. Seek clarification from the relevant building surveyor
<p>Plans are to indicate the following siting requirements of the Building Regulations 2018 <i>Part 5 Siting</i> to enable proper assessment.</p> <ul style="list-style-type: none"> • Site plan must indicate property boundaries, all existing buildings, title dimensions, north point, streets names, site levels and any easements as per the title (preferred scale 1:500). • Indicate all setbacks (on site plan) and wall heights (on elevations). • Indicate on the site plan the location of existing buildings on the adjoining allotments including setbacks, habitable room windows (including eaves) and secluded private open space). • Provide an overshadowing or overlooking diagram using proposed building heights as indicated on the elevations. 			