

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.

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.

To: Building Surveyor

Applicant Details

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: _____

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)

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[^]

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

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

Indicate 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

Indicate 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 works 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) and attach details of the method of estimation: Estimated cost \$ _____

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

Signature of Applicant: _____ Date: _____

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: Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm

Mail: PO Box 198, WARRNAMBOOL Victoria 3280

E-mail: building@warrnambool.vic.gov.au

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	1	1	To be completed in full. Incomplete applications will be returned
Agent authority	1	1	If applicant is not the owner of the property, a written letter/email from the owners appointing city building services as the relevant building surveyor, and providing consent for agent to act on their behalf
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
Copy of the Domestic Building Works Contract between owner and builder	1	1	Required where the cost of domestic building work exceeds \$10,000.
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 adjoin the title boundary (excluding outbuildings)
Engineers documentation including structural computations, drawings and accompanying Certificate 126 of Design Compliance	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 7 & 8)	1	1	Where excavation or construction work is occurring on or close to an adjoining boundary. Seek clarification from the relevant building surveyor
6 Star Energy Efficiency Rating Report	1	1	Applicable to new dwellings, extensions and alterations

Plans are to indicate the following siting requirements of the Building Regulations 2018 Part 5 Siting to enable proper assessment.

- 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.