

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: _____

Email: _____

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: ☐ Tick if applicable

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: _____

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 body corporate)

Name: _____ Telephone: _____

Postal address: _____ Postcode: _____



Building practitioners and/or architect

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.

Nature of building work

- | | |
|--|---|
| ☐ Construction of a new building | ☐ Alterations to an existing building |
| ☐ Demolition of a building | ☐ Removal of a building |
| ☐ Extensions to an existing building | ☐ Change of use of an existing building |
| ☐ Re-erection of a building | ☐ Construction of a swimming pool barrier* |
| ☐ Construction of swimming pool | ☐ Construction of a small second dwelling |
| ☐ Other, please provide description _____ | |

Note* that 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.

Cost of the building work

Note that all costs specified in an application are to be inclusive of GST.

The next section is for non-owner-builder applicants (owner-builders go to page 3)

Part A

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?

☐ Yes ☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including the cost of labour and materials under the contract or agreement).

\$ _____

If so, is there a cost-plus contract or agreement with a builder for carrying out the building work?

☐ Yes ☐ No

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

\$ _____

Specify the cost of any chattel under the contract or agreement.

\$ _____

Specify the cost of any prescribed excluded item under the contract or agreement.

\$ _____

Part B

Specify the class or classes of building to which the building work relates:

Does the building work relate to both –

- i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and,
- ii) one or more buildings in a class 1, 9 or 10 building?

☐ Yes ☐ No



If yes, specify the information required under Part A and under Part C (if applicable)

according to whether the building work relates to

- i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii) buildings in a class 1, 9 or 10 building.

Part C

All stages of staged building work

Does the application relate to a stage of the whole of the building work?

☐ Yes

☐ No

If yes, specify the extent of the stage.

Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages?

☐ Yes

☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including the cost of labour and materials) under the contract or agreement.

\$ _____

If no, is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work for all of the stages?

☐ Yes

☐ No

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including the cost of labour and materials) under the contract or agreement.

\$ _____

Specify the cost of any chattel under the contract or agreement.

\$ _____

Specify the cost of any prescribed excluded item under the contract or agreement.

\$ _____

The next section is for owner-builder applicants

Part A

I intend to carry out the building work as an owner-builder.

☐ Yes

☐ No

Specify the owner-builder certificate of consent number (if applicable).

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work.

\$ _____

Part B

Will the owner-builder be engaging one or more builders to carry out part of the building work?

☐ Yes

☐ No

If yes, specify the information in relation to whichever of the following applies –

- i) if the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials).

\$ _____

- ii) if the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials).

\$ _____



Part C

Specify the cost of any chattel relating to Part A or Part B.

\$ _____

Specify the cost of any prescribed excluded item relating to Part A and/or Part B.

\$ _____

Part D

All stages or staged building work by an owner-builder

Does the application relate to a stage of the whole of the building work?

☐ Yes

☐ No

If yes, specify the extent of the stage:

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the whole of the building work for all stages.

\$ _____

Specify the cost of any chattel in relation to building work carried out by the owner-builder.

\$ _____

Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder.

\$ _____

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages?

☐ Yes

☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$ _____

If no, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all stages?

☐ Yes

☐ No

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including the cost of labour and materials) under the contract or agreement.

\$ _____

Specify the cost of any chattel under the contract or agreement.

\$ _____

Specify the cost of any prescribed excluded item under the contract or agreement.

\$ _____

Part E

Specify the class or classes of building to which the building work relates:

Does the building work relate to both-

- i) one or more buildings in class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii) one or more buildings in a class 1, 9, or 10 building?

☐ Yes

☐ No

If yes, specify the information required under Part A and/or B (if applicable) and under Part C and D (if applicable) according to whether the building work relates to -

- i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii) buildings in a class 1, 9 or 10 building.

Signature

Signature of applicant: _____

Date: _____



Lodgement & payment options

Payment is required before 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 5pm.

Mail: PO Box 198, WARRNAMBOOL Victoria 3280

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

Documents required to accompany a Building Permit Application

Document	Notes	
Application for a Building Permit	To be completed in full. Incomplete applications will be returned.	☐
Agent authority	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.	Current title documents can be downloaded by anyone on www.landata.vic.gov.au	☐
Builders Warranty insurance certificate	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.	Required where the cost of domestic building work exceeds \$10,000.	☐
Soil Report	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.	Drawings drawn by a registered architect or draftsman. Owners or builders may prepare their own drawings provided they show all required information accurately.	☐
Stormwater Discharge layout and Legal Point of Discharge	Legal Point of Discharge forms can be obtained from the Infrastructure Department.	☐
Survey Plan with site levels to verify true boundary locations	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	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.	Separate specifications are not required if appropriate notes and detail are nominated on the drawings	☐
Roof truss design and layout.	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.	The owner is responsible for ensuring all required permits and approvals have been acquired.	☐
Septic tank approval from the Environmental Health Unit	Applicable to new dwellings where a septic tank is proposed	☐
Protection Work Notice (Form 7 & 8).	Where excavation or construction work is occurring on or close to an adjoining boundary. Seek clarification from the relevant building surveyor	☐
7 Star Energy Efficiency Rating Report	Applicable to new dwellings, extensions and alterations	☐

