

# BUILDING PERMIT APPLICATION



## **PROPERTY DETAILS**

Number / Lot: ..... Tenancy Number: ..... Street / Road: .....  
Suburb: ..... Postcode: .....  
Title details: Volume: ..... Folio: ..... Lot No. on Plan of Sub-division: .....

## **AGENT DETAILS** (Complete this section if you are not the Owner and are applying as an Agent on behalf of the Owner )

Please Tick Agent's affiliation with permit application:

Architect / Draftsperson       Builder       Tenant / Lessee       Other .....

Agent's Name: .....

Company Name: .....

Postal address: ..... Postcode: .....

Contact person: ..... Telephone: .....

Email: .....

## **OWNERSHIP DETAILS**

Owner/s name: .....

Postal address: ..... Postcode: .....

Contact person: ..... Telephone: .....

Email: .....

Address for serving or giving Documents: .....

**OWNER BUILDER** I intend to carry out the work as an owner builder: (Please Circle) Yes / No

(If NO complete Builders details below)

## **BUILDER'S DETAILS** (if known)

Company Name: .....

Postal address: ..... Postcode: .....

Contact person: ..... Telephone: .....

Email: .....

**Builder** engaged in carrying out the building works Building Practitioners details:

Category / Class	Registered Practitioner's Name	Registration No.
Builder		

**BUILDING DESIGN CONSULTANTS**

**Building Practitioners** engaged to prepare documents forming part of the application for this permit

Category / Class	Registered Practitioner's Name	Registration No.
Architect/ Draftsperson		
Engineer (Civil/ Structural)		
Engineer (Electrical)		
Engineer (Mechanical)		
Engineer (Hydraulic)		
Engineer (Fire Safety)		

**NATURE OF BUILDING WORK** (Tick if applicable or give other description)

- Construction of a new building     
 Alterations to an existing building     
 Extension to an existing building  
 Demolition of a building     
 Change of use of existing building     
 Other .....

Proposed Use of Building/ Tenancy: .....

No. Of Storeys: ..... Proposed Floor Area: .....m<sup>2</sup>

**COST OF BUILDING WORKS**

Is there a contract for the building work? (Please Circle) Yes / No

If YES, state the contract price \$..... (incl. GST)

If NO, state the estimated cost (incl. labour and materials) and attach details of the method of estimation

\$..... (incl. GST)

**STAGE OF BUILDING WORKS**

If application is to permit a stage of the building work what is the extent of stage:

.....

Value of work for this stage: \$..... (incl. GST)

**APPOINTMENT OF RELEVANT BUILDING SURVEYOR**

By way of signing this application form I acknowledge that;

- I hereby appoint **Philip Watt** from **BSP Melbourne** as the Relevant Building Surveyor for the proposed Building Works.
- I confirm this is the ONLY appointment for this project and that the building work referenced in this application has not been constructed.
- I am applying for the building permit as the current Owner or as an Agent appointed by the Owner to act on their behalf.
- I have read and agree with BSP's Terms of Engagement as outlined on [www.bspaus.com.au](http://www.bspaus.com.au)

**SIGNATURE**

Signature of Agent: ..... Date.....

Print Name of Agent: .....

**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 including a domestic 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 (ii) 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 other 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 the sale of the building apply under section 137B of the Building Act. Section 137B prohibits an owner builder from selling a building on which domestic building work has been carried out within 6<sup>1/2</sup> years from the completion of the relevant building works unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian building Authority maintains a current list of domestic insurance providers.