

Application for Building Permit

Building Act 1993 Building Regulations 2018 Regulation 24
FORM 1



The information requested on this form provides Coast to Country building approvals with the appropriate details necessary to issue a Building Permit in accordance with the Building Act 1993. Some or all of this information may be printed on the Building Permit, and/or other relevant notices and forms and will be provided to the Australian Bureau of Statistics. It will also be used to form a Public Register to be held at the offices. Coast to Country building approvals may not be able to process this application unless sufficient information is provided by the applicant.

Applicant Details

Name.....Surname.....

Postal Address.....Post Code.....

Telephone.....Mobile.....

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

Owner Details

Name.....Surname.....

Postal Address.....Post Code.....

Telephone.....Mobile.....

Builder Details

Name.....Surname.....

Postal Address.....Post Code.....

Telephone.....Mobile.....

Building Practitioners¹ & Architects

a) To be engaged in the building work.²

Name.....Category/Class.....Registration No.....

(If a Registered Domestic Builder carrying out domestic building work attach details of required insurance)

b) Who were engaged to prepare documents submitted with this Application?³

Name.....Category/Class.....Registration No.....

Name.....Category/Class.....Registration No.....

Name.....Category/Class.....Registration No.....

Property Details

Number.....Street/Road.....City/Town/Suburb.....

Lot(s).....LP/PS.....Volume.....Folio.....Crown Allotment.....

Section.....Parish.....County.....Allotment area m² (new dwelling only).....

Land Owned by the Crown or a Public Authority? Yes No

Nature of Building Work

Construction of new building

Extension/alterations to an existing building

Demolition of a building

Re-erection of a building

Removal of a building

Change of use of an existing building

Other.....

Intended use of the building.....

Owner Builder⁴ (if applicable)

I intend to carry out the work as an owner builder: Yes No

Estimated value of building work/contract sum \$.....

Stage of building work (if applicable).....Extent of stage \$.....

Value of building work for this stage \$.....

Signature of Owner or Applicant (Agent).....**Date**...../...../.....

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 Draftsperson 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
- 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 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 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 6 ½ years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Commission maintains a current list of domestic insurance providers.

FOR OFFICE USE ONLY

Estimated Project Cost: \$.....

Building Fee Amount: \$.....

Building Permit Levy: \$.....

Lodgement Fee: \$.....

Security Deposit: \$.....

TOTAL: \$.....

Date Paid:/...../.....

Please return form to:
Coast to Country Building approvals
86 Gipps Street – Port Fairy 3284
27 Learmonth Street – Hamilton 3300

Coast to Country Building Approvals

Information to Accompany a Building Permit Application for Class 1 and Class 10 Buildings

Drawings, documents, other permits and requirements for building permit	No. of copies	Comments
Form 1 'Application for a Building Permit'.	1	To be fully completed, signed and dated by the applicant.
Copy of the Certificate of Title inc. Plan of Subdivision, Covenants etc.	1	Please provide a current copy of title (no older than 3 months – available for download from www.land.gov.au)
Builders Warranty insurance certificate.	1	Not required where the new work costs less than \$16,000 <u>or</u> where the Owner is the Builder.
Soil report describing soil classification, founding depths and slab/footing design.	4	A soil report is not required if an addition to a dwelling <u>or</u> ancillary building is less than 20m ² in floor area.
Drawings including site plan, floor plans, elevations and sections showing the location, size, grade and spacing of structural members (scale 1:100 1:20). PREFERABLY IN A3.	4	Drawings desirably drawn by a registered Architect or a draftsman registered with the Building Practitioners Board. (Owners may prepare their own plans if they are drawn to scale and accurately depict extent of work).
SWD layout and legal point of discharge.	4	
Relocation Survey Plan with levels.	4	Applicable to all new dwellings and where proposed works but the title boundary (excluding outbuildings).
Structural computations and drawings verifying the design of structural members shown on the drawings.	4	A Certificate of Compliance (126) from the structural design engineer should accompany the structural drawings and computations.
Project specifications describing the materials to be used and the methods of construction including timber framing sizes and Bracing design and locations	4	Specifications are not required if appropriate notes and timber framing sizes are nominated on the drawings.
Roof truss design and layout.	1	A truss design is not required where the roof is a conventional frame.
Planning permit approval/Rescode approval from the Council including endorsed plans.	1	A preliminary discussion with the Council may be necessary for clarification.
Septic tank approval from the Council.	1	A septic tank approval is not required where the property can be connected to the sewer.
Form 7 & 8 notices including details of protection work to adjoining property.	4	Protection work is not required where the work will not undermine or affect the adjoining property.
Applicable fees (Building Permit Fee, Council Property Information Fee, Council Lodgement fee, Govt. levy etc.)		Please discuss a fee proposal with our staff.
Plans are to indicate the following Siting requirements of the <i>Building Regulations 2018</i> Division 2 (ResCode) to enable proper assessment.		
Site plan indicating property boundaries, all buildings, title dimensions, north point, streets, site levels and any easements as per the title (scale 1:500).		
Indicate all setbacks and wall heights of proposed works on the site plan and elevations.		
Indicate on the site plan the location of existing buildings on the adjoining allotments including; setbacks, neighbouring habitable room windows (including eaves) and secluded private open space.		
Provide an Overshadowing Diagram using proposed roof plan and building heights as indicated on the elevations (refer to Building Regulation 83). If applicable		
Provide an Overlooking Diagram. Also indicate any proposed privacy screens and/or existing fences including type and height (refer to Building Regulation 84). If applicable		
Indicate site coverage, private open space, impermeable surfaces, car spaces, existing fence heights and site levels.		

October 2013