

Information Required For A Building Permit Application

COMMERCIAL BUILDINGS

NEW BUILDINGS, ALTERATIONS/ADDITIONS OR CHANGE OF USE

Complete this form & return it with the building permit application

The following is the minimum information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to "mark-up" plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval? (Note; where required, a building permit cannot be issued until a Planning Permit has have been approved).

REQUIRED DOCUMENTATION (one electronic copy and one hard copy)

	Applicant Use	Office Use Only
• Completed Building Application Form (Form 1) signed and dated	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Certificate of Title and Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Town Planning Permit (with endorsed plans)	<input type="checkbox"/>	<input type="checkbox"/>
• Adjoining property protection (Forms 3 & 4) if determined by RBS	<input type="checkbox"/>	<input type="checkbox"/>
• Building practitioner Commercial Registration Number (Mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of architectural plans including site plan indicating : <ul style="list-style-type: none"> ○ Location of buildings on adjoining property ○ Relevant distances to boundaries ○ Stormwater details/design ○ Site and floor levels ○ AHD (Australia Height Datum) levels if land affected by flooding 	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of project specifications	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies soil investigation report	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of Engineers Design Drawings, Computations and Certification for footings and structural elements of building	<input type="checkbox"/>	<input type="checkbox"/>
• Check survey plan	<input type="checkbox"/>	<input type="checkbox"/>
• 3 copies of Part J Energy Rating Report –	<input type="checkbox"/>	<input type="checkbox"/>



Form 1
Application for a
Building Permit

Building Act 1993 Building Regulations 2018 (Regulation 24)

TO: MUNICIPAL BUILDING SURVEYOR

Residential

Commercial

NATURE OF BUILDING WORK

Construction of a new building or dwelling	Alterations to existing building or dwelling
Demolition of a building or dwelling	Removal of a building or dwelling
Extension to existing building or dwelling	Change of use of an existing building
Re-erection of a building	Swimming Pool Installation
Re-block or restump	

PROPOSED USE OF BUILDING⁴

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FLOOR AREA OF PROPOSED BUILDING WORKS

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Is there a contract for the building work? 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 method of estimation \$

PROPERTY DETAILS

Vol:	Folio:	Allotment No:	CP/LP/PS:
Street No:	Street/Road:		
City/Suburb:			

APPLICANT/OWNER

Name:	
Postal Address:	Postcode:
Address for serving or giving of documents:	
Email address:	
Contact person:	Telephone:

OWNERSHIP DETAILS (if differs from applicant)

Owner name:	Telephone:
Postal Address:	Postcode:

BUILDER (if differs from applicant)

Company Name:	
Postal Address:	Postcode:
Contact person:	Telephone:

BUILDING PRACTITIONERS¹ AND/OR ARCHITECTS

(a) to be engaged in the building work²

Name:	Category / Class:	Registration No:
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BUILDING PRACTITIONERS¹ AND/OR ARCHITECTS

(b) who were engaged to prepare documents submitted with this application³

Name:	Category / Class:	Registration No:
Name:	Category / Class:	Registration No:

OWNER BUILDER⁵ (if applicable)

I intend to carry out work as an owner builder	Yes/No
Please note commercial works cannot be undertaken as an owner builder – This includes farm sheds	

STAGE OF BUILDING WORK

If the application is to permit a stage of the work	
Extent of stage:	Value of stage: \$

Signature (Owner / Agent of owner):
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 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
- 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 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 six and a half 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.

OWNER BUILDER DECLARATION ONLY

(Can Only Apply to Domestic Building Works - Do not complete if you are a Registered Builder)

I / We (owner builder) applicants

for a building permit for the construction of (type of building) at

(address of works).

I/We are aware of our obligations under the Domestic Building Contracts & Tribunal Act 1995 specifically relating to employing sub-contractors during the construction of the project to a cost in excess of \$10,000. That is, if domestic building work is carried out as defined in the Act, such work must be insured and carried out by a registered building practitioner.

I/We are also aware of our obligations if we sell the property within 6 ½ years of the date of the occupancy permit, in that we have to then undertake to insure the work under the Domestic Building Contracts & Tribunal Act 1995 for the remaining period of time from the date of occupancy permit.

Signed:

Date: