

Information Required For A Building Permit Application

EXTENSION / ALTERATION - DOMESTIC

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 or Septic approval? (Note; where required, a building permit cannot be issued until they have been approved).

Has the designer of the building confirmed your properties Bushfire Attack Level (BAL)?

REQUIRED DOCUMENTATION (one electronic copy and one hard copy)	Applicant Use	Office Use Only
<ul style="list-style-type: none"> Completed application form (Form 1) signed & dated 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Copy of Certificate of Title & Plan of Subdivision 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> (Owner Builders) a Certificate of consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000 <i>(Building Surveyors Copy to be provided)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
OR	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners <i>(Original document to be provided)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 copy of the soil report with soil classification, prepared by an engineer (where applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 copy (Engineered buildings only) Certificate of Compliance – Design in accordance with Regulation 1507 and associated computations for timber components outside of the design limits of recognised span tables and for steel structures. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 copy of general specifications describing materials and methods to be used in the construction. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 copy of the House Energy Rating Report (6 star) and endorsed plans. 	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL PLANS		
<ul style="list-style-type: none"> Details of the ‘Bushfire Attack Level’ (if applicable) assessment by the designer. A detailed site plan is to be provided at a scale not less than 1:500 showing all the vegetation and contours lines of the site. (see VBA website) Construction methods for the selected ‘BAL’ showing compliance with AS 3959 – 2009, are to be provided on the submitted plans. 	<input type="checkbox"/>	<input type="checkbox"/>

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Lifestyle & Opportunity

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|---|--------------------------|--------------------------|
| • A statement of the use or intended use of all buildings shown on site plan. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Clearly differentiate between the existing building and the proposed building work. Provide the volume of the existing building and the volume of the proposed building work. (The volume is to be measured to the roof covering) | <input type="checkbox"/> | <input type="checkbox"/> |
| • 1 copy of drawings (maximum size of A3, or if larger-electronic version supplied) showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, as detailed below; | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Floor plan - fully dimensioned and labelled floor plan including, room sizes, total floor areas, window & door sizes, locations of fittings and fixtures and smoke alarms. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Sectional plan - indicating roof cladding and pitch, floor, wall, ceiling and roof construction details including framework size and type, floor to ceiling height, finished floor level & the type and level of insulation for dwellings. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Elevations - of each side of the building; which clearly indicate the building height in relation to existing and proposed ground levels and the sill heights of any windows in relation to finished floor levels. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Structural - Fully dimensioned and labelled footing construction plan including reinforcement and cross referenced to the soil report (i.e. min founding depth) | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bracing and tie down - Specific connection details, a bracing layout and tie-down details for framework. | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Steps & stairs - Details of any steps, handrails, balustrades or the like. | <input type="checkbox"/> | <input type="checkbox"/> |
| • 1 copy of site plan (maximum size of A3, or if larger-electronic version supplied) to a scale of not less than 1:500 or other appropriate scale showing the following information; | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the boundaries and dimensions of the allotment and any relevant easements | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the position and dimensions of the proposed building and its relationship to— | <input type="checkbox"/> | <input type="checkbox"/> |
| i. the boundaries of the allotment; and | | |
| ii. any existing building on the allotment; and | | |
| iii. any part of a building or land on an adjoining allotment, including the locations of their windows. (Note if the proposed building is greater than 9m and the adjoining building is greater than 3m from the allotment boundary, this information (in point iii.) is not required) | | |
| ○ the levels of the allotment, the floors of the building, street drainage channel and storm water drain; | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the layout of the proposed storm water drains to the point of discharge on the allotment | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the location, dimensions and area of impermeable surfaces covering the allotment (i.e. concrete, paving swimming pools etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the location and dimensions of car parking spaces (minimum 2 spaces) | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ the location and dimensions and area of private open space | <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

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: