Information Required For A Building Permit Application



NEW DWELLING & RE- ERECTION OF DWELLING

Complete this form & return it with the building permit application

The following sets out the <u>minimum</u> 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 will request further information.

Have you checked with the relevant officers if you require a <u>Planning</u> or <u>Septic</u> 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					
•	Completed application form (Form 1) signed & dated				
•	Copy of Certificate of Title & Plan of Subdivision				
•	(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 (Building Surveyors Copy to be provided)				
OF	t end of the control				
•	(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. (Original document to be provided)				
•	1 copy of the soil report with soil classification.				
•	1 copy (Engineered buildings only) Certificate of Compliance (prepared by an Engineer where applicable) – 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.				
•	1 copy of the House Energy Rating Report (6 Star) and endorsed plans.				
GENERAL PLANS					
•	Details of the 'Bushfire Attack Level' 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				
•	1 copy of general specifications describing materials and methods to be used in the construction.				

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CAMPASPE	
Lifestyle & Opportunity	,

•	sho and	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;				
	0	 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. 				
	0	roof construction deta	eating roof cladding and pitch ils including framework size a evel & the type and level of ins	and type, floor to ceiling		
	0	height in relation to ex	ide of the building; which clean sting and proposed ground leation to finished floor levels.			
	0	•	mensioned and labelled foon nt and cross referenced to the	•		
	0	Bracing and tie down down details for frame	- Specific connection details, work.	a bracing layout and tie-		
	0	Steps & stairs - Detail	ls of any steps, handrails, bal	ustrades or the like.		
•	to a		um size of A3, or if larger-election in size of A3, or if larger election in size of			
	0	the boundaries and dir	nensions of the allotment and	any relevant easements		
	0	the position and dime	nsions of the proposed build	ling and its relationship		
		i. the boundaries o	f the allotment; and			
		 any existing build 	ling on the allotment; and			
		locations of their than 9m and the	Iding or land on an adjoining windows. (Note if the propose adjoining building is greatry, this information (in point ii	osed building is greater ater than 3m from the		
	0	the levels of the allotm and storm water drain	ent, the floors of the building,	street drainage channel		
	0	the layout of the properthe allotment.	osed storm water drains to the	e point of discharge on		
	0		ns and area of impermeable, paving swimming pools etc	•		
	0	the location and dimer	nsions of car parking spaces (minimum 2 spaces)		
	0	the location and dimer	nsions and area of private ope	en space		



Contact person:

Form 1 Application for a

Building Permit

Building Act 1993 Building Regulations 2018 (Regulation 24)						
TO	TO: MUNICIPAL BUILDING SURVEYOR					
	Residential		Commercial			
NATURE OF BUILD			Commercial			
NATURE OF BOILE	JING WORK					
Constructio	n of a new building or dwelling	9	Alterations	to existing building o	r dwelling	
Demolition	Demolition of a building or dwelling			Removal of a building or dwelling		
Extension t	o 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 O	OF BUILDING4					
FLOOR AREA OF	PROPOSED BUILDING WOR	KS				
Is there a contract	for the building work? If yes,	state the contrac	et price \$			
If no, state the esti	mated cost of the building wo	rk (including the	cost of labour	and materials) and a	ttach	
details of method				,		
PROPERTY DETAI	LS					
Vol:	Folio:	Allotment No:		CP/LP/PS:		
Street No:	Street/Road:					
City/Suburb:						
APPLICANT/OWNE	≣R					
Name:						
Name.						
Postal Address:				Postcode:		
Address for serving or giving of documents:						
Email address:						

Telephone:

OWNERSHIP DETAILS (if differs from applicant) Telephone: Owner name: 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 Category / Class: Registration No: Name: **BUILDING PRACTITIONERS1 AND/OR ARCHITECTS** (b) who were engaged to prepare documents submitted with this application³ Category / Class: Name: Registration No: Category / Class: Registration No: Name: **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 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 tom 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 buil	ding permit for the construction of		(type of building) at
		(add	lress of works).
relating to That is, it	aware of our obligations under the employing sub-contractors during the following sub-contractors during the following building bractities aware of our contractions are gistered building practities.	ng the construction of the projected out as defined in the Act, s	et to a cost in excess of \$10,000.
permit, in	also aware of our obligations if we that we have to then undertake Act 1995 for the remaining period	e to insure the work under the	Domestic Building Contracts &
Signed:			
Date:			