

(Office Use Only)

Permit No:.....

File No:.....

**Form 1**

**BUILDING ACT 1993  
BUILDING REGULATIONS 2018  
Regulation 24**

**APPLICATION FOR BUILDING PERMIT**

**To:** Municipal Building Surveyor, Whittlesea City Council

**Applicant:**

Owner/Agent of Owner.....

ACN/ARBN: .....

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

Telephone:..... Fax:..... Mobile:.....

Email Address.....

Address for serving documents.....

Contact Name:.....

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies

(tick if applicable)

**Lessee responsible for building work**

Indicate if a lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building leased by that lessee  (tick if applicable)

**Ownership Details** (Please list all owners of the property below)

Owner:.....

ACN/ARBN: .....

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

Contact Person:..... Telephone:..... Fax:..... Mobile:.....

Email.....

**Property Details:**

Number:..... Street:..... Suburb:..... Post Code:.....

Lot/s No:..... LP/PS:..... Volume:..... Folio:.....

Crown Allotment:..... Section:..... Parish:..... County:.....

Municipal District (Council):..... Allotment area:.....m<sup>2</sup>

Land owned by the Crown or a public authority: Yes  No

**Builder** (if known)

Builder Company Name:.....

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

Contact Person:..... Telephone:..... Fax:..... Mobile:.....

**Building Practitioners<sub>1</sub> and Architects:**

(a) to be engaged in the building work<sub>2</sub>:

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

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

(if a registered domestic builder carrying out domestic work attach details of the required insurance)

*If a registered domestic builder carrying out domestic building work, attach details of the required insurance.*

(b) who were engaged to prepare documents forming part of the application for this permit<sub>3</sub>:

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

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

**Nature of Building Work\*:**

- |                                      |                          |  |                          |
|--------------------------------------|--------------------------|--|--------------------------|
| Construction of a new building:      | <input type="checkbox"/> | Demolition of a building:              | <input type="checkbox"/> |
| Extension of an existing building:   | <input type="checkbox"/> | Change of use of an existing building: | <input type="checkbox"/> |
| Alterations of an existing building: | <input type="checkbox"/> | Re-erection of a building:             | <input type="checkbox"/> |
| Removal of a building:               | <input type="checkbox"/> | Construction of pool or spa:           | <input type="checkbox"/> |
| Construction of pool or spa barrier: | <input type="checkbox"/> | Other:                                 | <input type="checkbox"/> |

(Tick if applicable or give other description)

**Notices/Orders:** Is the work detailed in this application subject to or associated with any Building Notice, Building Order or other compliance matter?

No  Yes  Details:.....

**Proposed use of Building**4 ..... (e.g. Dwelling)

**Proposed Floor Area:**.....

**Owner Builder**

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

**Cost of Building Work**

**Existing Contract**

Is there a contract for the building work? Yes  No

If yes, state the total contract price \$.....  
**and**

If the building has mixed uses state the contract price of the domestic building work portion \$.....

**No contract**

If no contract, state the estimated cost of the building work (including the cost of labour and materials) And attach details of the method of estimation .....\$

**Stage of Building Work**

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

Extent of stage: .....

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

**Confirmation of Appointment**

By signing this application form I confirm that I appoint the Municipal Building Surveyor or his delegates of the City of Whittlesea to act as the relevant Building Surveyor for the proposed works documented on the attached drawings and documentation.

I also confirm that to my knowledge no other Building Surveyor has been appointed to act with regard to this project.

If not the owner of this subject property I confirm that I am authorised in writing by the owner to act as their agent for the purposes of obtaining a Building Permit in accordance with Section 248 of the Building Act 1993.

**Signature** of owner  or agent:

.....Date