

FORM 1



Property File No:.....  
Building Permit No:305/6/.....

City of Whittlesea

**BUILDING ACT 1993**  
**BUILDING REGULATIONS 2006**  
Regulations 301  
Information Privacy Act 2000  
**APPLICATION FOR BUILDING PERMIT**

TO: Municipal Building Surveyor  
FROM:  
Owner/Agent of Owner:.....  
Postal Address:.....  
Contact Person:..... Post Code:.....  
Telephone:..... Fax No.:..... Mobile No:.....

Address for serving or giving of documents:.....

**Ownership Details** (only if agent of owner listed above)

Owner:.....  
Postal Address:.....  
Contact Person:..... Post Code:.....  
Telephone:..... Fax No.:..... Mobile:.....

**PROPERTY DETAILS:**

Number:..... Street/Road:..... City/Suburb/Town:.....  
Lot/s No.:..... LP/PS:..... Volume:..... Folio:.....  
Crown Allotment:..... Section:..... Parish:..... County:.....  
Municipal District:..... Allotment area:.....m<sup>2</sup>  
Land owned by the Crown or a public authority: Yes / No (cross out irrelevant one)

**Builder** (IF KNOWN)

Builder Company Name:.....  
Postal Address:.....  
Contact Person:..... Post Code:.....  
Telephone:..... Fax No.:..... 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)

(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
- Demolition of a building
- Extension of an existing building
- Change of use of an existing building
- Alterations of an existing building
- Re-erection of a building
- Removal of a building
- Other:..... \*Tick if applicable or give other description

**PROPOSED USE OF BUILDING<sub>4</sub>:**..... (I.E.DWELLING)  
**PROPOSED FLOOR AREA:**.....

**OWNER BUILDER<sub>5</sub> (if applicable):**

I intend to carry out the work as an owner builder: Yes / No (cross out irrelevant one)

**COST OF BUILDING WORK**

**Existing Contract**

Is there a contract for the building work? Yes / No (cross out irrelevant one)

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) Estimated value of cost of Building Work \$.....

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**

Signature of owner or agent: (cross out irrelevant one)

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 or preparing plans for work or preparing documentation relating to permits and permit applications; or (f) a builder; or (g) a person who erects or supervises the erection of prescribed temporary structures; or (h) a person responsible for a building project at 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 except in Part 9 and sections 24(3) and 176(6) of the Act; 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 subjected 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, restrictions on the sale of the property under section 137B of the Act. Section 137B also prohibits an owner builder of domestic building work from selling the building within 6.5years of the date of completion of the relevant building works unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic insurance providers.

**INFORMATION PRIVACY ACT 2000:** The information supplied on this form is shared with the State Building Commission of Victoria and the Electoral Commission. It is not sold or given to any commercial third party by Council. However, Section 31 of the State Building Act 1993 requires Council to keep a register of all building permits (both public and private) and to make this register available for inspection by any person during normal office hours. Therefore, any person is permitted to obtain and use the information supplied on this form for any lawful purpose accordingly.