

HINDMARSH SHIRE COUNCIL
APPLICATION FOR A BUILDING PERMIT

Building Act 1993, Building Regulations 2018, Regulation 24, FORM 1



To: HINDMARSH SHIRE COUNCIL- MUNICIPAL BUILDING SURVEYOR

From: OWNER/AGENT OF OWNER: (strike out which is not applicable)

Name(s): _____
Postal Address: _____ Postcode: _____
Address for serving or giving of documents: _____
Contact Person: _____ Telephone No: _____
Fax No: _____ Mobile No: _____
Email: _____

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 person, is responsible for the alterations to a part of the building leased by that lessee _____

Ownership Details: (only if Agent of Owner is listed above)

Owner(s): _____
Postal Address: _____ Postcode: _____
Contact Person: _____ Telephone: _____

Property Details:

Number: _____ Street/Road: _____ City/Town: _____
Lot/s: _____ LP/PS: _____ Volume: _____ Folio: _____
Crown Allotment: _____ Section: _____ Parish: _____ County: _____
Allotment Area (for new dwellings only) _____ m² Land owned by the Crown or a Public Authority Yes/No

Builder:

Name: _____ Business Name: _____
Address: _____
Builders Registration: _____ Telephone: _____ Fax: _____

Building Practitioners¹ and/or Architects:

(To be engaged in the building works² or to prepare documents forming part of this application³)

Name: _____ Category/Class: _____ Registration: _____
Name: _____ Category/Class: _____ Registration: _____
Name: _____ Category/Class: _____ Registration: _____

(Note: If a registered domestic builder is carrying out domestic building works attach details of the required insurance).

Nature of Building Work: (Tick item(s) applicable / write proposed use of building description)

- Construction of new building
- Alteration to an existing building
- Re-erection of a building
- Demolition of building
- Removal of a building
- Change of use of an existing building
- Construction of swimming pool or spa
- Construction of swimming pool or spa barrier
- Extension to an existing building
- Other _____

Proposed Use of Building⁴: _____

Owner Builder⁵

I intend to carry out the work as an Owner Builder? **Yes/No**

Cost of Building Work

Is there a contract for the building work? **Yes/No**

If Yes, State the contract price: \$ _____
If No, state the estimated cost of labour and materials and attach method of estimation: \$ _____

Stage of Building Work: (If application is to permit a stage of the building work)

Extent of Stage: _____ Cost of Work for this Stage: \$ _____

Signature of Applicant: _____ **Date:** _____

Office Use Only

FEES:	Building Fees	\$ _____
	Gov't Levy	\$ _____
	Bond	\$ _____
	TOTAL	\$ _____

Paid Date: ___/___/___ Receipt No: _____

JOB NO: _____
DATE RECEIVED: _____

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Assistance to Complete the Building Permit Application Form on the reverse.

Clearly write your name, address and telephone number ensuring that the contact details stated are the best way to get in contact with you.

Ownership details only need to be filled out if the applicant is not the owner of the property i.e. builder, draftsman agent etc. If the applicant is the owner then As Above can be written in this section.

If a builder is undertaking the work then their details and registration number need to be filled in this section.

If a draftsman/architect/engineer is involved in the preparation of the plans, then their details need to be filled in.

Note: If you do not know the above details at time of application it is not necessary to fill these sections in, however, you must advise Council as soon as possible of these details.

The top line of the property information section is usually all the information that needs to be filled in for properties that are in town, rural properties require further details.

Whether the applicant is going to be an Owner/Builder or not is a very important question. An Owner/Builder Declaration should have been supplied with the application form and this should explain what owner/builders requirements are. If you choose not to be an Owner/Builder then a builder needs to be nominated and his details (name, address, telephone number and registration) must be supplied.

NOTE: If the value of work to be undertaken as an Owner/Builder exceeds \$16,000 then a Certificate of Consent is required from the Victorian Building Authority – Information can be obtained from Victorian Building Authority Website. (<http://www.vba.vic.gov.au/consumers/owner-builders/becoming-an-owner-builder>)

The value of works includes materials costs and labour costs. Even if the you are an Owner/Builder and there will actually be no labour costs it needs to be stated that it's actual VALUE, not cost of works. Labour still needs to be considered. If you are unsure of the value of works then a good estimate of the value is considered reasonable. If the Building Surveyor does not consider the amount to be reasonable then the applicant can be asked to verify the value stated by listing all costs. The Building Surveyor has the right to change this amount if not considered reasonable.

Ensure that each application form is signed and dated.

Privacy ACT

Personal and or health information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

NOTES:

Note 1.-Building Practitioner means – a) building surveyor; or b)building inspector; or c)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 an 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 the other legislation such as the Liquor Control Reform Act 1998 and the 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 6½ years from the completion of the relevant building work unless there have satisfied certain requirements including obtaining compulsory insurance. The Building Commission maintains a current list of domestic insurance providers.