

## APPLICATION FOR A BUILDING PERMIT

<b>APPLICANT DETAILS</b>										You are the: <input type="checkbox"/> Owner <input type="checkbox"/> Agent of Owner <sup>1</sup> (tick applicable box)																			
Name / Business Name										Contact Person																			
Postal Address										Suburb																			
Postcode					Phone					Mobile																			
Contact Person's Email										ACN / ARBN																			
Address for Delivery of Documents																													
Indicate if the applicant is a lessee or licensee of Crown Land <input type="checkbox"/> Yes <input type="checkbox"/> No																													
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. <input type="checkbox"/> Yes <input type="checkbox"/> No															Contact Person														
															Mobile														
<b>OWNER DETAILS</b> (only if agent of owner is listed above)																													
Owners Name										Contact Person																			
Postal Address										Suburb																			
Postcode					Phone					Mobile					ACN / ARBN														
Contact Person's Email																													
<b>PROPERTY DETAILS</b> Land owned by the Crown or a public authority <input type="checkbox"/> Yes <input type="checkbox"/> No (tick applicable box)																													
Number					Street / Road					City / Suburb																			
Postcode					Lot / s					LP / PS					Volume					Folio									
Crown Allot.					Section					Parish					County														
Municipality										Allotment Area (for new dwellings only) m <sup>2</sup>																			
<b>OWNER-BUILDER<sup>2</sup> / BUILDER<sup>3</sup></b> I intend to carry out the work as an Owner-Builder <sup>2</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No (tick applicable box)																													
Business Name										Contact Name																			
Registration No.										Email																			
Postal Address										Suburb																			
Postcode					Phone					Mobile					ACN / ARBN														
<b>NATURAL PERSON FOR SERVICE OF DIRECTIONS, NOTICES AND ORDERS</b> (if a builder is a body corporate)																													
Name										Postal Address																			
Suburb										Postcode					Phone					Mobile									
Email																													
<b>NATURE OF BUILDING WORK</b> (tick applicable box and specify the proposed use of work))																													
<input type="checkbox"/> Construction of a new building										<input type="checkbox"/> Extension to an existing building										<input type="checkbox"/> Alterations to an existing building									
<input type="checkbox"/> Change of use of an existing building										<input type="checkbox"/> Re-erection of a building										<input type="checkbox"/> Removal of a building									
<input type="checkbox"/> Demolition of a building										<input type="checkbox"/> Construction of swimming pool or spa										<input type="checkbox"/> Construction of swimming pool or spa barrier									
<input type="checkbox"/> Proposed use of building <sup>4</sup> (specify)																													
<input type="checkbox"/> Other (specify)																													
<input type="checkbox"/> Value of building work \$										Based on total cost of works										Estimated value of building work / contract sum \$									
Is there a contract for the building work? <input type="checkbox"/> Yes <input type="checkbox"/> No										If no, state the estimated cost of the building work (including the cost of labour and materials) and attach details of the method of estimation.										\$									

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STAGE OF BUILDING WORK			
If application is to permit a stage of the work.			
Extent of stage		Value of work for this stage	\$

BUILDING PRACTITIONERS AND / OR ARCHITECT <sup>5</sup>			
If a registered builder is carrying out domestic building work, please attach details of the required insurance.			

a) to be engaged in the building work <sup>6</sup>			
Name		Category / Class	Registration No.
b) who were engaged to prepare documents submitted with this application <sup>7</sup>			
Name		Category / Class	Registration No.
Name		Category / Class	Registration No.
Name		Category / Class	Registration No.

SIGNATURE OF OWNER OR AGENT <sup>8</sup>	DATE	/	/
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NOTES	
<b>Note 1</b>	Pursuant to Section 248 of the <i>Building Act 1993</i> , a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this <i>Act</i> or the regulations unless the person is authorised in writing by the owner to do so.
<b>Note 2</b>	If you are an owner-builder there are restrictions on the sale of the building under Section 137B of the <i>Building Act 1993</i> . 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 they have satisfied certain requirements including obtaining compulsory insurance.
<b>Note 3</b>	If the builder is carrying out domestic building work under a major domestic building contract, attach an extract of the major domestic building contract showing the names of the parties to the contract in relation to the proposed building work and a copy of the certificate of insurance (if applicable).
<b>Note 4</b>	The use of the building may also be subject to additional requirements under other legislation such as the <i>Liquor Control Reform Act 1998</i> and the <i>Dangerous Goods Act 1985</i> .
<b>Note 5</b>	<p>Building practitioner means:-</p> <ul style="list-style-type: none"> <li>a) a building surveyor; or</li> <li>b) a building inspector; or</li> <li>c) a quantity surveyor; or</li> <li>d) an engineer engaged in the building industry; or</li> <li>e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits or permit applications; or</li> <li>f) a builder; including a domestic builder; or</li> <li>g) a person who erects or supervises the erection of prescribed temporary structures; or</li> <li>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;</li> </ul> <p>but does not include -</p> <ul style="list-style-type: none"> <li>i) an architect;</li> <li>j) a person (other than a domestic builder) who does not carry on the business of building.</li> </ul>
<b>Note 6</b>	Include building practitioners with continuing involvement in the building work.
<b>Note 7</b>	Include only building practitioners with no further involvement in the building work.
<b>Note 8</b>	It is an offence pursuant to Section 78 of the <i>Building Act 1993</i> to appoint another person as the relevant building surveyor if a building surveyor has already been appointed for the project.



**Surveyoria**  
BUILDING CONSULTANTS

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

**APPLICATION FOR A BUILDING PERMIT**

**Information Collection statement**

*The personal information requested on this form is being collected by **Surveyoria Building Consultants** for the purpose of applying for a Building Permit. If the personal information is not collected, we cannot process your application. We will not disclose your personal information without your consent, except where required to do so by law. Our [privacy policy](#) is available on our website. If you wish to alter any of the personal information you have supplied to **Surveyoria Building Consultants**, please contact us by sending an email to [info@surveyoria.com.au](mailto:info@surveyoria.com.au)*