

Form 1

Building Act 1993

Building Regulations 2018

APPLICATION FOR A BUILDING PERMIT

Regulation 24

To: Relevant Building Surveyor – Kamran Ikram
CodePoint Building Approvals & Certification
P.O. Box 4080, Hoppers Crossing DC, VIC 3029

From:

Owner or Agent:

ACN / ARBN:

Postal Address:

Post Code:

Address for serving or giving documents:

Post Code:

Contact Person:

Telephone:

Email:

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

Contact Person:

Telephone:

Lessee responsible for building work:

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

Ownership Details (if agent of owner is listed above):

Name of owner(s):

ACN / ARBN:

Postal Address:

Post Code:

Contact Person:

Telephone:

Email:

Property Details:

Address:

Suburb:

Post Code:

Lot/s:	Volume:	Folio:
LP/PS:	Crown Allotment:	Section:
Parish:	County:	Allotment Area (m ²):
Municipal District:		

☐ Land owned by the Crown or a public authority:

Builder:

Name:

ACN / ARBN:

Building Practitioner Registration no:

Postal Address:

Post Code:

Contact Person:

Telephone:

Email:

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).

Natural person for service of direction, notice and orders (if builder is a body corporate):

Name:

Telephone:

Postal Address:

Post Code:

Building Practitioner or Architect engaged to prepare documents for this permit:

List any building practitioner or architect engaged to prepare documents forming part of the application for this permit.

(a) To be engaged in the building work:

Category / Class	Practitioner's Name	Registration No.
Builder / Demolisher		

(b) Who were engaged to prepare documents forming part of the application:

Category / Class	Practitioner's Name	Registration No.
Architect / Draftperson		

Engineer (Civil / Structural)		
Engineer (Fire)		
Engineer (Electrical)		
Engineer (Mechanical / Hydraulics)		

Nature of Building Work: (tick the appropriate box below)

- | | |
|--|---|
| ☐ Construction of a new building | ☐ Alterations to an existing building |
| ☐ Demolition of a building | ☐ Removal of a building |
| ☐ Extension to an existing building | ☐ Change of use of an existing building |
| ☐ Re-Erection of a building | ☐ Construction of a swimming pool or spa barrier |
| ☐ Construction of a swimming pool/spa | ☐ Construction of a small secondary dwelling |

☐ Other

Proposed Use of Building:

Social Housing:

Does any of the building work include the construction of social housing as referred to in regulation 281B? [Yes / No]

Indicate Yes if the building work, which is the subject of this application includes the construction of social housing or if other building work, which is the subject of a related staged building permit, includes the construction of social housing.

Emergency Recovery:

Does any of the building work include the construction of a dwelling that was destroyed or damaged in an emergency referred to in regulation 166J(b) of the Building Regulations 2018? [Yes / No]

Indicate Yes if the building work which is the subject of this application includes the construction or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling.

Cost of Building Work:

All costs specified in an application are to be inclusive of GST.

Total cost of works (Inclusive of GST):

\$

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Is a Registered Builder engaged?

[Yes / No]

Is this an Owner Builder application?

[Yes / No]

Owner Builder Consent No.:

- If the works are to be carried out by a registered builder/company –
- If the works are to be carried out by an owner builder –

Refer to Appendix A

Refer to Appendix B

Staged Permit:

Does the application relate to a stage of the whole of the building work?

[Yes / No]

If YES, specify the extent of the stage:

Stage Cost of Works:	
Total Cost of Work:	

Signature (Owner/Agent):

Date:

By signing this form, I confirm that this application has not been lodged with another building surveyor.

General Building Permit Documentation Checklist

- ☐ 1. Completed Building Permit Application Form and Building Surveyor Appointment Letter, signed by the owner (in accordance with the current Certificate of Title), with all supporting attachments.
- ☐ 2. Current site photos (taken within the last 14 days) showing the status of the adjoining properties – e.g. vacant land, under construction, or occupied.
- ☐ 3. Domestic Building Contract and Certificate of Insurance (required where the work is carried out by a registered domestic builder).
- ☐ 4. Owner-Builder Certificate of Consent (required where the work is carried out by the owner).
- ☐ 5. Copy of the Certificate of Title, including the plan of subdivision and any relevant covenants or Section 173 agreements.
- ☐ 6. Adjoining Owners Notices – Form 7 and Form 8 (required only where the proposed building is built on, or abuts, a boundary).
- ☐ 7. Council Property Information under Regulation 51(2) (available on request from the relevant council).
- ☐ 8. Council stormwater information / legal point of discharge (available on request from the relevant council).
- ☐ 9. Service pipe depth and easement offset information (required only where the building is within 4m of any service pipes on the subject or adjoining properties).
- ☐ 10. Council receipt confirming payment of any applicable Development Contributions Plan (DCP) or Growth Areas Infrastructure Contribution (GAIC) levy.
- ☐ 11. Report and Consent for building on land liable to flooding – Regulation 153 consent from council and/or Melbourne Water, and a Melbourne Water Flood Level Certificate (required where the property is flood-affected, as noted in the Property Information).
- ☐ 12. Building-over-easement consent from council and the relevant water authority (required only where the structure is built over an easement).
- ☐ 13. Site survey plan, prepared by a licensed land surveyor.
- ☐ 14. Re-establishment survey plan, prepared by a licensed land surveyor.
- ☐ 15. Bushfire Attack Level (BAL) assessment (required where the property is within a designated bushfire-prone area, as noted in the planning property report).
- ☐ 16. Soil report prepared by a geotechnical engineer.
- ☐ 17. Developer-endorsed drawings and design guidelines, for our assessment (required only within selected new estates).
- ☐ 18. "Final Issue" 7-Star Energy Efficiency Assessment, certificate, and endorsed drawings, for our assessment.
- ☐ 19. "Construction Issue" structural drawings, computations, and certification under Regulation 126, for our assessment. Please ensure the certification is addressed to: CodePoint Building Surveyors Pty Ltd, P.O. Box 4080, Hoppers Crossing DC VIC 3029.
- ☐ 20. Footing probe test report (required where a wall is built on the boundary adjacent to an existing adjoining wall); structural engineers should reflect this on the structural drawings.
- ☐ 21. Dilapidation report for the adjoining lot (required where a wall is built on the boundary adjacent to an existing adjoining wall).
- ☐ 22. "Construction Issue" civil drawings, computations, and certification under Regulation 126, for our assessment (council approval may also be required). Please ensure the certification is addressed to: CodePoint Building Surveyors Pty Ltd, P.O. Box 4080, Hoppers Crossing DC VIC 3029.
- ☐ 23. CodeMark Certificate and technical installation manuals for the proposed wall cladding system, for our review.
- ☐ 24. Planning permit (required where the project needs one, as noted in the planning property report).
- ☐ 25. "Construction Issue" architectural drawings.

Form 1 - Appendix A

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COST OF THE BUILDING WORK

Appendix A – Builder Engaged

If the application for a building permit is made by a person other than an owner-builder.

Part A:

Builders Contract

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?

[Yes / No]

If YES, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$

Cost-Plus Contract

Is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work for all of the stages?

[Yes / No]

If YES, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

\$

Cost Exclusions

Specify the cost of any chattel under the contract or agreement:

\$

Note: Chattels: Movable personal property not permanently attached to the land or building, such as appliances, furniture, equipment and other removable items.

Specify the cost of any prescribed excluded item under the contract or agreement:

\$

Part B: Building Class

Specify the class or classes of building to which the building work relates:

Does the building work relate to both –

[Yes / No]

- One or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building and
- One or more buildings in a class 1, 9 or 10 building?

If YES, specify the information required under Part A and under Part C (if applicable) according to whether the building work relates to –

- Buildings in class 2, 3, 4, 5, 6, 7 or 8 building; and
- Buildings in a class 1, 9 or 10 building.

Part C: Stage Permits (If applicable)

All stages or staged building work.

Does the application relate to a stage of the whole of the building work?

[Yes / No]

If YES, specify the extent of the stage:

Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages?

[Yes / No]

If YES, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$

If NO, is there a cost-plus or agreement with a builder for carrying out the whole of the building work for all of the stages? [Yes / No]

If YES, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

\$

Staged Cost Exclusions

Specify the cost of any chattel under the contract or agreement:

\$

Note: Chattels: Movable personal property not permanently attached to the land or building, such as appliances, furniture, equipment and other removable items.

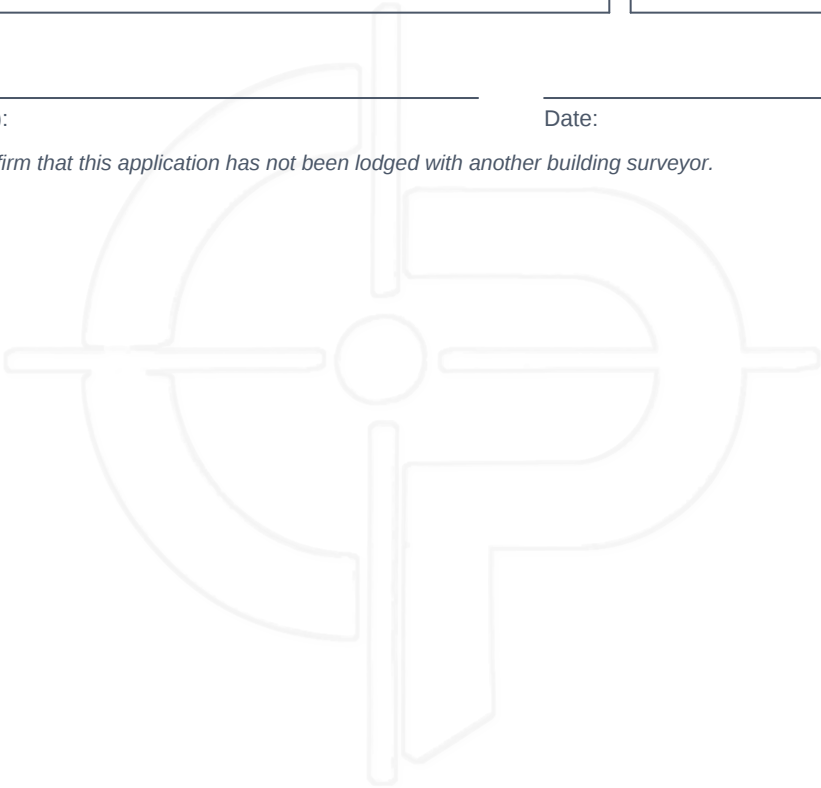
Specify the cost of any prescribed excluded item under the contract or agreement:

\$

Signature (Owner/Agent):

Date:

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Form 1 - Appendix B

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COST OF THE BUILDING WORK

Appendix B – Owner Builder

If the application for a building permit is made by an owner-builder.

Part A:

I intend to carry out the building work as an owner-builder.

[Yes / No]

Specify the owner-builder consent no.:

Specify the owner-builder's estimated cost (including labour and materials) of the owner-builder carrying out the building work.

\$

Part B: Builders Engaged

Will the owner-builder be engaging one or more builders to carry out part of the building work?

[Yes / No]

If **YES**, specify the information in relation to whichever of the following applies –

i. If the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials).

Builder	Amount

ii. If the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials).

Builder	Amount

Part C: Cost Exclusions

Specify the cost of any chattel relating to Part A and/or Part B:

\$

Note: Chattels: Movable personal property not permanently attached to the land or building, such as appliances, furniture, equipment and other removable items.

Specify the cost of any prescribed excluded item relating to Part A and/or Part

B:

\$

Part D: Stage Permits (If applicable)

All stages or staged building work.

Does the application relate to a stage of the whole of the building work?

[Yes / No]

If YES, specify the extent of the stage:

Specify the owner-builder's estimated cost (including labour and materials) of the owner-builder carrying out the building work for all stages.

\$

Specify the cost of any chattel in relation to building work carried out by the owner-builder:

\$

Note: Chattels: Movable personal property not permanently attached to the land or building, such as appliances, furniture, equipment and other removable items.

Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder:

\$

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages?

[Yes / No]

If YES, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$

If NO, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all stages?

[Yes / No]

If YES, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement.

\$

Specify the cost of any chattel under the contract or agreement:

\$

Specify the cost of any prescribed excluded item under the contract or agreement:

\$

Part E: Building Class

Specify the class or classes of building to which the building work relates:

Does the building work relate to both –

[Yes / No]

- One or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building and
- One or more buildings in a class 1, 9 or 10 building?

If YES, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to –

- Buildings in class 2, 3, 4, 5, 6, 7 or 8 building; and
- Buildings in a class 1, 9 or 10 building.

Signature (Owner/Agent):

Date:

By signing this form, I confirm that this application has not been lodged with another building surveyor.