

**Building Act 1993**  
**BUILDING REGULATIONS 2018**  
Regulation 24

**FORM 1 - APPLICATION FOR A BUILDING PERMIT**

**TO RELEVANT BUILDING SURVEYOR – Glenn Pettis - iSurvey Building Surveyors**

**From Owner/Agent of Owner** (delete as applicable) .....

Postal address..... Post Code .....

Contact person..... Telephone.....

Email - ..... Fax.....

ACN/ABN .....

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

Owner.....

Postal address..... Post Code .....

Contact person..... Telephone.....

**Address for serving of documents is the same as above**      **Yes / No**

ACN/ABN .....

**Indicate if the applicant is a lessee or licensee of Crown land to which this application applies**      **Yes / No**

**Land owner by the Crown of a public authority**      **Yes / No**

**Property details**

Number..... Street/Road..... City/Suburb/Town.....

Lot/s..... LP/PS..... Volume..... Folio.....

Crown allotment..... Section..... Parish..... County..... Municipal district.....

..... Allotment area (for new dwellings only) m<sup>2</sup> .....

**Owner Builder** (if applicable)

I intend to carry out the work as an owner builder      [ Yes / No ]

**Builder** (if not owner builder)

Name..... Telephone.....

Address..... Post Code .....

ACN/ABN .....

**Natural person for service of directions, notices and orders (if builder is a body corporate)**

Name..... Telephone.....

Address..... Post Code .....

**Nature of building work** (\* Tick if applicable or give other description)

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 [ ]  
Re-erection of a building [ ] Other [ ]  
Proposed use of building .....

**Building practitioners and/or architect**

(a) to be engaged in the building work

Name.....Category..... Registration No. ....

Name.....Category..... Registration No. ....

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

(b) who were engaged to prepare documents submitted with this application

Name.....Category..... Registration No. ....

Name.....Category..... Registration No. ....

Name.....Category..... Registration No. ....

Name.....Category..... Registration No. ....

Name.....Category..... Registration 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 the building work (including the cost of labour and materials) and attach details of the method of estimation \$ .....

**Stage of building work** (if applicable)

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

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

*By signing this document, I confirm that I am appointing Glenn Pettis as the Relevant Building Surveyor pursuant to Part 6 of the Building Act 1993. Additionally, I accept the following conditions detailed relating to the Building Permit Application and the Appointment Conditions and advise that no other Building Surveyor has been appointed as the Relevant Building Surveyor.*

Signature of owner or agent

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 of preparing plans for building work or preparing documentation relating to permits and permit applications; or a builder, or (a) a person who erects or supervises the erection of prescribed temporary structures; or (b) 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 (i) an architect except in Part 9 and sections 24(3) and 176(6) of the Act; or (ii) 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 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 apply under Section 137B of the **Building Act 1993**. Section 137B also prohibits an owner builder of domestic building work from selling the building within 6 ½ years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.

### AGENTS AUTHORITY BY OWNER

*No person or entity is permitted to apply for a Building Permit or act on behalf of an owner without the expressed written consent of the owner pursuant to Section 248 of the Building Act 2006)*

I .....being the owner of the property  
(full name)

at .....

have appointed .....  
(full name)

as my agent to apply for a Building Permit including other relevant permits and/or consents on my behalf for the works specified on the Building Permit Application Form.

Signature of Owner.....Signature of Agent .....

Telephone no.....Date .....

*Note: It is an offence under law for a person to make a false or misleading statement or provide any false or misleading information, including forging signatures.*