



A: 1 Humber Road Croydon North VIC 3136
M: 0413 062 857
E: prontobuildingpermits@hotmail.com

Form 1

Regulation 24

Building Act 1993
Building Regulations 2018
APPLICATION FOR A BUILDING PERMIT

To: Relevant Building Surveyor: Patti Smith

From: Owner/Agent of Owner¹

Name(s):

Company Name: ACN/ARBN:

Address: Postcode:

Mobile:

Email:

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies [] *Tick if applicable*

Contact person Telephone:

Lessee responsible for building work

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 [] *Tick if applicable*

Ownership Details (complete only if applicant is agent of owner)

Owner Name:

Company Name: ACN/ARBN:

Address: Postcode:

Mobile:

Email:

Property Details:

Lot/s: Number: Street:

Suburb:..... Postcode: LP/PS:

Land owned by the Crown or a public authority [YES/NO]

Council name:..... Allotment area (m²):

Builder²:

Name:

Company Name: ACN/ARBN:

All the Company Director's name(s):

Address Postcode:

Mobile:

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 directions, notices and orders (if builder is a body corporate)

Name: Telephone:

Postal address: Postcode:

Building Practitioner or architect engaged to prepare documents for this permit

Name/Company: Category: Pract. No:

Name/Company: Category: Pract. No:

Nature of Building Work

- Construction of a new building [] Alterations to existing building []
Demolition of a building [] Removal of a building []
Extension to an existing building [] Change of use of existing building []
Re-erection of a building [] Construction of swimming pool or spa barrier []
Construction of swimming pool or Spa [] Other [give description] []

Description of the proposed use of the building work

Owner-builder

I intend to carry out the work as an owner builder: [YES/NO]

Owner builder certificate of consent no (if applicable) no.: OB.....
(including cost of labour and materials and attach details of method of estimation)

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 & materials) and attach
details of the method of estimation \$.....

Does the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the Building Avt 1993 and the cost of the building work that relates to a class 1, 9 or 10 building:

- Cost of building work relating to a class 2 - 8 building \$.....
Cost of building work relating to a class 1 (dwelling new, extension, etc) \$.....
Cost of building work relating to a class 10 building
(garage, shed, carport, pool, safety fencing, retaining wall, etc) \$.....

Stage of building work: [YES/NO]

If application is to permit a stage of the building work -

- Extent of the stage \$.....
Cost of work for this stage \$.....
Cost of work for the whole of the building work \$.....

Declaration

In making this application the owner/owner of agent, declares that he/she understands that -
The fees associated with this application must be paid in full upon application and that no refunds will be available after the application has been received and or considered by the Relevant Building Surveyor; and
The standard terms and conditions for the provision of appointment and online appointment, lodgement of buildign applicaitons, building surveying and associated services have been read, understood and agreed (terms and conditions available on our website or upon request); and
I/we have not previously appointed another Private or Municipal Building Surveyor to perform the functions of Relevant Building Surveyor under Section 76 of the Building Act 1993; and
I/we confirm that I/we am/are appointing Patti Smith of Pronto Building Permits pursuant to Sects 76,77 & 78 of the Building Act 1993; and
I /we understand the collecting of the information of this form is for the purpose of providing the service of permit, the information will be used for administration of this service or permit but will not be disclosed to any other party except, as required by law; and
I/we understand if I /we fail to provide this information, the service or permit may not be processed. You may access this information by contacting the Relevant Building Surveyor.

Signature

Signature of the applicant:
Date:

*if applicable
1The person(s) acting as the owner of the agent must provide written consent from the Owner(s) to act as their agent to apply for a building permit and to appoint the relevant building surveyor.
2The builder who is to carry out the building work, cannot appoint the building surveyor therefore the owner is required to complete the "Letter of Appointment" to appoint the relevant building surveyor.

An application for a building permit to construct or alter a building must be accompanied by the following documents—

Building Plans []

Current Certificate of Title (max 3 months old) []

Plan of Title []

Soil Report []

Specifications/general notes (on plans) []

Property information Regulation 51(2) Building Regulations 2018 []

*Builders Insurance Certificate []

*Extract of building contract showing the name of the parties to the contract. []

*Legal Point of Discharge Reg 133(2) Building Regulations 2018 []

*Owner Builder Consent from VBA []

*Engineers Computations []

*Engineers Compliance Certificate []

*Engineers Plans []

*Planning Permit (If required) []

*Planning approved plans []

*Approved drainage plans []

*Energy Rating Report []

*BAL Assessment

*If applicable

Note: Additional documents may be required after the application has been checked