

FORM 1 – APPLICATION FOR A BUILDING PERMIT

TO Municipal Building Surveyor
 Benalla Rural City Council
 P O Box 227, BENALLA VIC 3672

Phone (03) 5760 2600
 Email council@benalla.vic.gov.au

FROM (agent/applicant)

NAME

POSTAL
ADDRESS

EMAIL

PHONE

MOBILE

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

 tick if applicable
OWNER DETAILS AND CONSENT

NAME

POSTAL
ADDRESS

CONTACT PERSON

EMAIL

PHONE

MOBILE

I, _____ (name) consent to the lodging of this application.

SIGNED

DATE

 / /
PROPERTY DETAILSNUMBER
/LOTSTREET
/ROAD

MUNICIPAL DISTRICT/TOWN

POSTCODE

LOT/S

LP/PS

VOLUME

FOLIO

CROWN
ALLOTMENT

SECTION

PARISH

Land owned by the Crown or a public authority

 tick if applicable
BUILDER DETAILS (if known, including owner builder²)

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).

OWNER BUILDER

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

 YES

 Certificate of Consent No.

 NO

BUILDER NAME

CONTACT PERSON*

POSTAL ADDRESS

POSTCODE

EMAIL

PHONE

MOBILE

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

BUILDING PRACTITIONER/S¹ AND/OR ARCHITECT**A) PERSON/S TO BE ENGAGED IN THE BUILDING WORKS³**

Name	Category/class:	Reg No:
Name	Category/class:	Reg No:
Name	Category/class:	Reg No:

B) PERSON/S ENGAGED TO PREPARE DOCUMENTS SUBMITTED WITH THIS APPLICATION⁴

Name	Category/class:	Reg No:
Name	Category/class:	Reg No:

If a registered domestic builder is doing the work, attach details of the required insurance (if over \$16,000).

NATURE OF BUILDING WORKS

Construction of a new building <input type="checkbox"/>	Extension of existing building <input type="checkbox"/>	Alterations to existing building <input type="checkbox"/>
Re-erection of a building <input type="checkbox"/>	Change use of existing building <input type="checkbox"/>	Removal of a building <input type="checkbox"/>
Demolition of a building <input type="checkbox"/>	Construction of a swimming pool or spa <input type="checkbox"/>	Construction of a swimming pool or spa barrier <input type="checkbox"/>
Other (describe below) <input type="checkbox"/>		

Description of building works

What will the building be used for?

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.

COST OF BUILDING WORKS

Is there a contract for the building work? YES NO

What is the value of building works? (Contract price or estimate if no contract) \$

Please provide a break down including labour and materials and attach details of the method.

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 Act 1993 and a class 1, 9 or 10 building? YES NO

If Yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the Building Act 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, 9 or 10 building	\$

STAGE OF BUILDING WORKS (If application is to permit a stage of the building work)

EXTENT OF STAGE (describe)	Cost of work for this stage	\$
	Cost of work for whole of building work	\$

APPOINTMENT OF BUILDING SURVEYOR

I/we appoint the Municipal Building Surveyor of Benalla Rural City Council pursuant to Section 76 of the *Building Act 1993* and declare that no other building surveyor has been appointed for the building works described above.

SIGNED DATE

You will receive an email from the Victorian Building Authority (VBA) detailing how to pay for your building permit levy (if cost of works is above \$10,000). We cannot issue your building permit until the levy is paid and the VBA issues us with your building permit number.

Any amendments to the Permit after it has been issued will attract an amendment fee.

ATTACH COPY OF RECEIPT

OFFICE USE ONLY
Receipt No.
Date paid
Building Permit paid
Building lodgement paid
Total paid
Cashier initial

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and 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 Information provided is for the above purpose and that they 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".

IMPORTANT NOTES

NOTE 1

Building practitioner means:

- a building surveyor;
- a building inspector;
- a quantity surveyor;
- an engineer engaged in the building industry;
- a draftsman who carries on a business of preparing plans for building work or preparing documentation
- a builder including a domestic builder;
- a person who erects or supervises the erection of prescribed temporary structures; or
- 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 architect; or
- a person (other than a domestic builder) who does not carry on the business of building.

NOTE 2

If you are an owner builder there are restrictions on the sale of the building under section 137B of the Building Act 1993. Section 137B also prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic insurance providers.

NOTE 3

Includes building practitioners with continuing involvement in the building work.

NOTE 4

Include only building practitioners with no further involvement in the building work.

NOTE 5

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.

GENERAL INFORMATION

BUILDING PERMIT

A building permit is valid for two years but the works must be started within 12 months of the date of the permit. The building permit will lapse if work has not been started within the 12 months. The building permit will have lapsed after two years unless prior consent has been given to extend the permit.

PLANNING

A building permit cannot be issued until the planning permit has been issued and all relevant conditions complied with. If the submitted drawings for the building permit are different to those that have been endorsed then an amendment to the planning permit must be sought from the council's planning team. If you are unsure if you require a planning permit for your project, please contact the planning team on 03 5760 2600.

INSPECTIONS

Benalla Rural City Council reserves the right to charge for re-inspections or additional inspections particularly where the original inspection was not ready, incomplete or the like.