

# Application for a Building Permit

Form1. Building Act 1993, Building Regulations 2018  
Regulation 24



opportunity » growth » lifestyle

To the Municipal Building Surveyor:

## Office use only

Municipal Building Surveyor

Building Surveyor Registration Number

Municipality Code

Internal Permit Application Number

VBA Application Number

Date Application Submitted

## Appointment:

Please tick one

Building Permit

Variation/Amendment to Building Permit

## Consent of Owner

Owner Name

Owner Signature

Date

## Property details:

Street Number

Street/road

Suburb

Postcode

State

VIC

Lot/s

LP/PS

Volume

Folio

Crown Allotment

Section

Parish

County

Allotment Area (for new dwellings only)

Land owned by the Crown or public authority Yes  No

From

## Ownership details (if multiple owners, provide separate details of each owner using this cover sheet)

First name

Surname

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

Fax

Postal Address for the Purpose of Notices

Postcode

State

Preferred Method of Contact (please tick one)

Mail

Email

Fax

ACN/ARBN if applicable

## Owner Builder (if applicable)

As the Owner, I intend to carry out the building work as an Owner Builder

YES

NO

VBA permit Number (if required)

Date of Issue

Value of Work

Name of Owner Builder

## Agents Authority by Owner

Section 248 of the Building Act 1993. A person must not act on behalf of an owner of a building or land for the purpose of making an application, appeal or referral under this act or the regulations unless the person is authorised in writing by the owner to do so.

I  being the owner of the property at the above-mentioned address have appointed the below agent as my agent to apply for a Building Permit including other relevant permits and/or consents on my behalf for the works specified in the Building Permit Application.

Agents first name

Surname

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

Fax

Preferred Method of Contact (please tick one)

Mail

Email

Fax

ACN/ARBN if applicable

## Building Practitioner/Engineer/Architect

(a) to be engaged in the Building work

Name

Category/Class (e.g. Surveyor, Engineer, Architect/Draftsperson)

Address

Phone

Registration Number

Email

Name

Category/Class (e.g. Surveyor, Engineer, Architect/Draftsperson)

Address

Phone

Registration Number

Email

(b) who engaged the Practitioner to prepare the documents submitted with this application?

Name of Person/Company

Street Number Street/road

Suburb

Postcode

State

Country

Telephone

## Builder

Builders Registration Number

Company Name

First name

Surname

Contact Person

### Postal Address for the Purpose of Notices

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

Fax

ACN/ARBN if applicable

Does Regulation 268 Exemption Apply?

YES

NO

## Nature of the Building Works

BCA Classification refer to page 7 for explanation

Building Class

	Construction of a new building		Extension to an existing building
	Alterations to an existing building		Change of use of an existing building
	Demolition of a building		Re-erection of a building
	Removal of a building		Other (provide details below)
	Construction of a swimming pool or spa		Construction of a swimming pool or spa barrier

## Description of Work

## Proposed use of Building

## Is this Staged Building Work

YES (if yes describe below)

NO

## Describe if required

## Cost of Building Work

Building works can be done in different stages. This application maybe for staged work on signed permit.

Building Use

Stage of Project

Total Estimated cost of works for this stage of the Project (only if Staged)	\$	
Estimated total Levy for this Stage of the project (only if Staged)	\$	
Estimated cost of works for this Permit (including the cost of labour and materials and attach details of the method of estimation)	\$	
Total Levy payable	\$	
Is there a contract for the building work?	Yes	No
If yes, state contract price	\$	

## Certificate of Consent

Certificate of consent required      YES       NO

Certificate of Consent Number (only if owner-builder)

Is the Relevant Building Surveyor paying on the Applicant's behalf      YES       NO

## Disclaimer

*It is the owner's responsibility to ensure that all information provided, including documentation relating to the permit application is true and correct. Frankston City Council and its employees will not be responsible for checking the accuracy of information provided, nor check for any errors or omissions. Information accepted as part of this application is done in 'good faith'. It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out a function under this act or regulations*

## Notes

**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 or permit applications; or
  - (f) a builder including a domestic builder; or
  - (g) a person who erects or supervises the erection of prescribed temporary structures; or
- Authorised by the Chief Parliamentary Counsel
- (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—but does not include—
  - (i) an architect; or
  - (j) 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 under section 137B of the **Building Act 1993**. 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. The Victorian Building Authority maintains a current list of domestic insurance providers.

## Please note




The permit application fee is non-refundable once an application has been lodged.

### Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.

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Please submit your completed form with any required documentation via one of the methods below.

- |  |   |  |
|--|---|--|
|  <b>In Person</b>  | Frankston City Council - Civic Centre<br>30 Davey Street<br>Frankston   | Langwarrin Customer Service Centre<br>Shop 6, Gateway Shopping Centre<br>230 Cranbourne-Frankston Road<br>Langwarrin |
|  | Seaford Community Centre<br>1/6 Broughton Street<br>Seaford   |  |
|  <b>By Mail</b>  | Frankston City Council<br>PO BOX 490<br>Frankston VIC 3199  |  |
|  <b>By Email</b> | Please email the completed application form with any required supporting documentation to: <a href="mailto:info@frankston.vic.gov.au">info@frankston.vic.gov.au</a> |  |
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