

# APPLICATION FOR A BUILDING PERMIT v2-2022

FORM 1 | REGULATION 24 | BUILDING ACT 1993 | BUILDING REGULATIONS 2018



<b>TO: THE MUNICIPAL BUILDING SURVEYOR - CENTRAL GOLDFIELDS SHIRE COUNCIL</b>			
<b>FROM: OWNER / AGENT<sup>1</sup> OF OWNER</b> <i>This is the person applying for the permit.</i>			
APPLICANT NAME (OWNER / AGENT):			
ACN / ARBN (IF APPLICABLE):		CONTACT PERSON.:	
CONTACT EMAIL:		CONTACT PHONE NO.:	
POSTAL ADDRESS STREET NUMBER:	STREET NAME:		
SUBURB:	STATE:	POSTCODE:	
<b>ADDRESS FOR SERVING OR GIVING OF DOCUMENTS</b> <input type="checkbox"/> Same as owner / agent details above <i>This is the address that the Building Permit will be sent to.</i>			
STREET NO.:	STREET NAME:		
SUBURB:	STATE:	POSTCODE:	
Indicate if the applicant is a lessee or licensee of crown land to which this application applies: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>IF YES, CONTACT PERSON'S NAME:</b>		CONTACT PHONE NO.:	
<b>LESSEE RESPONSIBLE FOR BUILDING WORK</b>			
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 the lessee: <input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE			
<b>OWNERSHIP DETAILS</b> <i>Fill in only if applicant is agent of owner.</i>			
FULL NAME OF OWNER(S):			
ACN / ARBN (IF APPLICABLE):		CONTACT PERSON.:	
CONTACT EMAIL:		CONTACT PHONE NO.:	
POSTAL ADDRESS STREET NUMBER:	STREET NAME:		
SUBURB:	STATE:	POSTCODE:	
<b>PROPERTY DETAILS</b> <i>Address of property you are applying for a Building Permit for. Please provide all available property information.</i>			
STREET NO.:	STREET NAME:		
CITY / SUBURB / TOWN:			POSTCODE:
LOT(S):	LP/PS:	VOLUME:	

FOLIO:	CROWN ALLOTMENT:	SECTION NO:	
PARISH:		COUNTY:	
MUNICIPAL DISTRICT:	<b>Central Goldfields Shire</b>	<b>FOR NEW DWELLINGS ONLY</b> , ALLOTMENT AREA:	m <sup>2</sup>
Land is owned by the Crown or a public authority: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>BUILDER DETAILS</b> <input type="checkbox"/> Same as owner / agent details above. <i>Please provide Building Practitioner Registration No. below</i>			
<i>Note: 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).</i>			
NAME:		EMAIL:	
ACN / ARBN:		BUILDING PRACTITIONER REGISTRATION NO.:	
POSTAL ADDRESS STREET NUMBER:		STREET NAME:	
SUBURB:		STATE:	POSTCODE:
<b>NATURAL PERSON FOR SERVICE OF DIRECTIONS, NOTICES, AND ORDERS</b> <i>Fill in if builder is a body corporate.</i>			
CONTACT NAME:		CONTACT PHONE NO.:	
POSTAL ADDRESS STREET NUMBER:		STREET NAME:	
SUBURB:		STATE:	POSTCODE:
<b>BUILDING PRACTITIONERS<sup>2</sup> AND / OR ARCHITECTS ENGAGED TO PREPARE DOCUMENTS</b> <i>Include all building practitioners and architects engaged to prepare documents forming part of the application for this permit. If you need additional space, please provide a separate page with this application.</i>			
<i>Note: If registered domestic builder carrying out domestic building work attach details of the required insurance.</i>			
<b>NAME</b>		<b>CATEGORY / CLASS</b>	<b>REGISTRATION NO.</b>
<b>NATURE OF BUILDING WORK</b> <i>Tick all categories that apply for this application or give other description.</i>			
<input type="checkbox"/>	Construction of a new building	<input type="checkbox"/>	Alterations to an existing building
<input type="checkbox"/>	Demolition of a building	<input type="checkbox"/>	Removal of a building
<input type="checkbox"/>	Extension to an existing building	<input type="checkbox"/>	Change of use of an existing building
<input type="checkbox"/>	Re-erection of a building	<input type="checkbox"/>	Construction of swimming pool or spa barrier <sup>3</sup>
<input type="checkbox"/>	Construction of a swimming pool or spa		
<input type="checkbox"/>	Other, give description: _____		

<b>SOCIAL HOUSING</b> <i>Tick the appropriate box.</i>			
Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018?  <i>Please 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.</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>EMERGENCY RECOVERY</b> <i>Tick the appropriate box.</i>			
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?  <i>Please 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.</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>OWNER BUILDER<sup>4</sup></b> <i>Tick the appropriate box and give details if applicable.</i>			
I am carrying out works as an owner builder: <input type="checkbox"/> YES <input type="checkbox"/> NO		OWNER BUILDER CERT. OF CONSENT NO.:	
<b>COST OF BUILDING WORK</b> <i>Tick the appropriate box and give details if applicable.</i>			
Is there a contract for the building work?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>IF YES</i> , state the contract price:		\$	
<i>IF NO</i> , state the estimated cost of the building work (including the cost of labour and materials) and attach details of the method of estimation (on separate attachment):		\$	
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?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>IF YES</i> , provide the cost of the building work that relates to the class or classes below:			
Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building:		\$	
Cost of building work relating to a class 1, 9 or 10 building:		\$	
<b>STAGE OF BUILDING WORK</b> <i>Please fill in if the application is to permit a stage of the work.</i>			
Extent of stage:			
Cost of work for this stage:		\$	
Cost of work for the whole of the building work:		\$	
<b>SIGNATURE OF OWNER / AGENT OF OWNER</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

**APPLICATION CHECKLIST**

The information listed below is the minimum required to assess an application, additional information may be required. You will be advised once the application is submitted.

**Note: You may require a Planning Permit for your project, please contact Council's Statutory Planning on 03 5461 0610 for advice or visit Statutory Planning on [Council's website](#) for further information.**

<input type="checkbox"/>	Completed application form - Ensure the form is fully completed (signed and dated).
<input type="checkbox"/>	Application Fee - An invoice will be sent once the application has been lodged. Refer to current Building Services Schedule of Fees on <a href="#">Council's website</a> .
<input type="checkbox"/>	<i>IF APPLICABLE</i> – 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. Required when the builder is carrying out domestic building work under a major domestic building contract.
<input type="checkbox"/>	<i>IF APPLICABLE</i> – A separate page with list the building practitioner(s) and / or architect(s) engaged to prepare documents forming part of the application for this permit.
<input type="checkbox"/>	<i>IF APPLICABLE</i> – A separate page with the details of the method of estimation of the cost of building work. Required when there is no contract for building work.

**SUBMIT APPLICATION TO CENTRAL GOLDFIELDS SHIRE COUNCIL****Email a scanned / electronic copy to:**

Attention: Building Services  
[building@cgoldshire.vic.gov.au](mailto:building@cgoldshire.vic.gov.au)

**Post or drop off to:**

Attention: Building Services  
 Central Goldfields Shire Council  
 22 Nolan Street, Maryborough, Victoria, 3465

**PERSONAL INFORMATION AND PRIVACY STATEMENT**

The personal information requested in this form is being collected by Council for assessment of your application. Council will consider the needs of the applicant as well as the potential impact upon the adjoining properties and / or infrastructure when making its decision. As such, where a comment is required from an adjoining neighbour, drawings will be forwarded to the affected adjoining neighbour.

The information will be used solely by Council for this primary purpose or for directly related purposes in accordance with Council's Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. You may apply to Council for access to and / or to amend any of the information. Requests for access and / or correction should be made to Council's Privacy Officer.

**NOTES**

1. Pursuant to 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 any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so.
2. 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
  - f) a builder including a domestic builder; or
  - g) a person who erects or supervises the erection of prescribed temporary structures; or
  - 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
3. Under the *Building Act 1993* swimming pool is defined to include a spa.
4. 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.