

APPLICATION FOR A BUILDING PERMIT

To: BSA Building Surveyors

From: Applicants details: ☐ Owner ☐ Agent of Owner

Name		Contact name	
Postal address		Postcode	
Email address		ACN / ARBN	
Telephone		Mobile	
Indicate if the applicant is a lessee or licensee of the Crown land to which this application applies?			Yes <input type="checkbox"/> No <input type="checkbox"/>
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			Yes <input type="checkbox"/> No <input type="checkbox"/>

Ownership details [if owner is not the applicant – and insert full name(s)]

Owner/s name		Contact name	
Postal address		Postcode	
Email address		ACN / ARBN	
Telephone		Mobile	

Levy payee details (refer to note 1)

☐ Applicant ☐ Owner ☐ Other - If other please specify below

Name		Contact name	
Postal address		Postcode	
Email address		Phone	

Address for serving or giving of documents

☐ Applicant ☐ Owner ☐ Other - If other please specify below

Name		Contact name	
Postal address		Postcode	
Email address			

Property /project details

Project details				
Proposed use of building				
Address		Postcode		
Lot/s		LP/PS		
Volume		Folio		
Crown allotment		Section		
Parish		County		
Municipality		Area of Allotment (for new dwellings only)		m ²
Is the land owned by the Crown or Public Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Builder:

Name		Contact name	
Postal address		Postcode	
Email address		ACN / ARBN	
Telephone		Mobile	

Building practitioner registration number (for the builder)

Company/Sole Trader	Category/Class	Registration No.
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	

Social housing:

Does any of the building work include the construction of social housing as referred to in regulation 281B? (Indicate 'Yes' if the building work, which is the subject of this application, includes the construction of social housing or if other building work, is the subject of a related staged building permit, includes the construction of social housing.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Emergency Recovery:

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? (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.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Owner Builder: if applicable (refer to note 2)

I intend to carry out the work as an owner builder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Owner builder certificate of consent number (if applicable)	

Building practitioner or architect engaged to prepare documents for this permit

List any building practitioner or architect engaged to prepare documents forming part of the application for this permit:

Name	Category/Class	Registration No.

Nature of building work

Construction of a new building <input type="checkbox"/>	Demolition of a building <input type="checkbox"/>
Re-erection of a building <input type="checkbox"/>	Removal of a building <input type="checkbox"/>
Extension to an existing building <input type="checkbox"/>	Construction of swimming pool or spa <input type="checkbox"/>
Alterations to an existing building <input type="checkbox"/>	Construction of swimming pool or spa barriers <input type="checkbox"/>
Change of use of an existing building <input type="checkbox"/>	Construction of a small second dwelling <input type="checkbox"/>
Other (give description) <input type="checkbox"/>	

Have there been any other alterations or additions to the subject building within the past three years? If yes, please provide details (Eg. building permits & approved plans):	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Cost of building work (refer to note 2)

Is there a contract for the Building Work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes - state the contract price (including GST):	\$
If No - state the estimated value of building work (including the cost of labour, materials & GST): Please state method used to estimate value in space provided below in note 3 section or provide a detailed estimation sheet	\$
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 class 1, 9 or 10?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 class 1, 9 or 10 building:-	
Cost of building work relating to a class 2 – 8 building (including GST):	\$
Cost of building work relating to a class 1, 9 or 10 building (including GST):	\$

Stage of building work (If application is to permit a stage of the building work)

Extent of stage:

Cost of building work for this stage (including GST):

(Ensure the total cost of building work is also nominated above)

\$

Declaration (authorized person and building surveyor appointment)

I declare that I am authorised to complete this application as the owner or as an agent of the owner, with written authority from the owner, and I acknowledge that no other private or municipal building surveyor has been appointed or has commenced the functions as the relevant building surveyor relating to the project for the building work for which this application relates.

(The appointment of one of the relevant building surveyors of BSA Building Surveyors can only be terminated by written consent of the Victorian Building Authority)

Signature**Signature of owner or agent**
(as per Applicants details)**Date****Full Name (Printed)****Notes referenced in Application Form:****Note 1 Building permit levy and Cladding Rectification Levy**

A building permit levy is required to be paid directly to the Victorian Building Authority (VBA) to enable the VBA to issue a building permit number to the Relevant Building Surveyor for issuing of a building permit. The basis for calculation of that fee is 0.128% of the cost of the building work for which the permit is sought above \$10,000. The Victorian Building Authority have directed that the contract cost used to calculate the levy must include GST. Furthermore, under section 205G(2A) of the Building Act 1993, as at 1 January 2020 certain projects of \$800,000 or more are now also subject to a Cladding Rectification Levy (CRL).

Note 2

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. Furthermore, in relation to domestic building work, the owner needs to apply to the Victorian Building Authority for a Certificate of Consent (to be an Owner Builder) for projects with an estimated value of over \$16,000.

Note 3 Estimation method for value of building works: