

## APPLICATION FOR A BUILDING PERMIT

### Building Works to be Completed by Registered Builder

This form is for building work that will be carried out by a Registered Builder. If you are completing the work yourself as an Owner-Builder, please use the Owner-Builder version of this form available on our website.

To: BSA Building Surveyors

From: Applicant/s -  Owner  Agent of Owner

Applicant Name		Contact name	
Postal address		Postcode	
Email address		ACN / ARBN	
Phone		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"/>
Is lessee responsible for building work? <i>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</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>

### Ownership details (if owner is not the applicant. Insert full name(s))

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

### Levy payer details<sup>1</sup>

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			

#### Geelong

Suite 1, 200 Malop Street  
Geelong VIC 3220

P 03 5241 2559

#### Melbourne

Two Melbourne Quarter, 697 Collins Street  
Docklands VIC 3008

P 03 9965 7997

E [admin@bsabs.com.au](mailto:admin@bsabs.com.au)

W [www.bsabs.com.au](http://www.bsabs.com.au)

LIABILITY LIMITED BY A SCHEME APPROVED UNDER  
PROFESSIONAL STANDARDS LEGISLATION



Member Australian Institute of Building  
Surveyors Professional Standards Scheme

## Property /project details:

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

## Builder Details:

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

## Building practitioner registration number (for the builder)

Name of Company/Sole Trader	Category/Class	Registration No.

**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)

## Natural person for service of directions, notices and orders (please list a Director when registration number for builder is a company registration/body corporate)

Full Name		Phone	
Postal address		Postcode	

## Building practitioner/s or architect/s 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 (provide description):			

**Social housing:**

Does any of the building work include the construction of social housing as referred to in regulation 281B?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Indicate 'Yes' if the building work relating to this application, include 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.</i>	

**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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Indicate 'Yes' if the building work relating to this application includes the construction or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling.</i>	

**Cost of building work:**

**Note:** All values should be **inclusive of GST**, if the project is staged, please complete the following for the total of the project and specify values for extent of the stage in the following section

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement	\$
• If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement	\$
Specify the cost of any chattel under the contract or agreement	\$
Specify the cost of any prescribed excluded item under the contract or agreement	\$

**Class of building work:**

Does the building work relate to both—  (i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and  (ii) one or more buildings in a class 1, 9 or 10 building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, for building work relating to a **class 2 – 8 building**:

a) Specify the contract price OR builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement:	\$
b) Specify the cost of any chattel under the contract or agreement:	\$
c) Specify the cost of any prescribed excluded item under the contract or agreement:	\$

If yes, for building work relating to a **class 1, 9 or 10 building**:

a) Specify the contract price OR builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement:	\$
b) Specify the cost of any chattel under the contract or agreement:	\$
c) Specify the cost of any prescribed excluded item under the contract or agreement:	\$

**Staged building work:**

Does the application relate to a stage of the whole of the building work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, specify the extent of the stage:

Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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- If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement:

\$

- If no, is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work for all of the stages?

Yes  No

- If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including cost of labour and materials) under the contract or agreement:

\$

Specify the cost of any chattel under the contract or agreement:

\$

Specify the cost of any prescribed excluded item under the contract or agreement:

\$

**Declaration** (authorised 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.

*(Note: The appointment of one of the relevant building surveyors of BSA Building Surveyors can only be terminated by written consent from the Building and Plumbing Commission (BPC)*

**Signature**

<b>Signature of owner or agent</b> (as per Applicants details)		<b>Date</b>	
<b>Full Name (Printed)</b>			

**Footnote:**

**1. Building permit levy and Cladding Rectification Levy**

A building permit levy is required to be paid directly to the BPC to enable the BPC 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 BPC 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).