Building Act 1993
BUILDING REGULATIONS 2018
Regulation 24
Form 1

APPLICATION FOR A BUILDING PERMIT

Building Works to be Completed by Owner-Builder

This form is for building work that will be carried out by an Owner-Builder. If you are engaging a Registered Builder to complete the work, please use the Registered 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** ☐ **No** ☐
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** ☐ **No** ☐

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

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

Levy payer details[1]

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

Full Name		Contact name	
Postal address		Postcode	
Email address		Phone	

Address for serving or giving of documents

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

Full Name		Contact name	
Postal address		Postcode	
Email address			

Property /project details:

Project description					
Proposed use of building					
Project Address				Postcode	
Area of Allotment (new dwellings only)		m²		Crown allotment	
Parish		Volume		Section	
County		Folio		Lot/s	
Municipality				LP/PS	
Is the land owned by the Crown or Public Authority?				**Yes** ☐ **No** ☐	

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 works:

Construction of a new building	☐	Demolition of a building	☐
Re-erection of a building	☐	Removal of a building	☐
Extension to an existing building	☐	Construction of swimming pool or spa	☐
Alterations to an existing building	☐	Construction of swimming pool or spa barriers	☐
Change of use of an existing building	☐	Construction of a small second dwelling	☐
Other (provide description):			

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, is the subject of a related staged building permit, includes the construction of social housing.)	

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** ☐ **No** ☐
(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.)	

Cost of building works:

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*

I intend to carry out the work as an owner builder	***Yes*** ☐ ***No*** ☐
Owner builder certificate of consent number	
Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work:	**$**
Will the owner-builder be engaging one or more builders to carry out part of the building work?	**Yes** ☐ **No** ☐
If yes: Specify the information in relation to whichever of the following applies—	
(i) if the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials):	**$**
(ii) if the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials**:**	**$**
Specify the cost of any chattel or any works:	**$**
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** ☐ **No** ☐
If yes, specify the extent of the stage:	
Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the whole of the building work for all stages	**$**
Specify the cost of any chattel in relation to building work carried out by the owner-builder:	**$**
Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder	**$**
Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages?	**Yes** ☐ **No** ☐
• If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement	**$**
• If no, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all 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 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 works:

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*** ☐ ***No*** ☐
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:	**$**
c) Specify the cost of any prescribed excluded item under the contract or agreement:	**$**
Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?	**Yes** ☐ **No** ☐
• 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	**$**
• If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?	**Yes** ☐ **No** ☐
• If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement	**$**
Specify the cost of any chattel under the contract or agreement	**$**
Specify the cost of any prescribed excluded item under the contract or agreement	**$**

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

Signature of owner or agent (as per Applicants details)		**Date**	
Full Name (Printed)			

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).