Help Guide for Completing:
BUILDING PERMIT APPLICATION (FORM 1)

This guide is designed to help you complete **Building Permit Application (Form 1)**, which is a regulatory document issued by the **Building & Plumbing Commission (BPC)**, *formally the VBA (Victorian Building Authority)* when undertaking building works, to ensure all regulatory requirements for your building permit are met. We have created 2 versions of this form so ensuring you **select the correct form** is important.

Which Building Permit Application (Form 1) should you complete & submit?

If you are an **Owner Builder** managing your own building works:	If you are employing a **Registered Builder** to complete the building works:
Building Permit Application – Owner Builder	**Building Permit Application – Registered Builder**

When to complete a Building Permit Application Form 1?

You should complete a Building Permit Application (Form 1) when you are preparing to carry out building works and are ready to formally apply for a building permit.

At a minimum, you must have:

- All the **relevant documents**
- Finalised the **cost of works**
  - ***Note:*** *We require this information as the BPC levy to be paid is based on your cost of works. Therefore, we cannot apply for a building permit number until we receive this*
- **Builder details** (if already appointed)
  - ***Note:*** When the **builder** has been assigned, we require this information before your building permit can be issued. However, we understand that a builder may not be assigned until the design stage of the project is complete (therefore, the builder will not be known at this stage). If you are yet to assign a builder, you may still complete the form, however once the builder details are known, please inform BSA of the required information as soon as possible.

Need help completing the form?

This document will assist you in completing **Form 1**, with step-by-step instructions and clarifying terminology. Also, on our website Resources page, you can also find links to the **webform applications**, **PDF versions** of the applications if you prefer to print and complete the application manually and other helpful resources.

You can also reach out to our friendly staff members on **03 5241 2559** or email us at admin@bsabs.com.au If you're still unsure about which documents are required, we highly recommend speaking with your designer or engaging a building consultant for assistance.

Applicant Details

This section requires information about the **person or entity applying for the building permit**.

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** ☐ **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** ☐

- **How to complete it**: Provide your name, contact details, and indicate whether you are the owner or an agent of the owner.
- **Where to find information**: You can find your contact details on your personal identification documents or business registration papers.

What is an ACN/ARBN?

- An **Australian Company Number (ACN)** is a unique, nine-digit number issued to every company in Australia when registered. An **Australian Registered Body Number (ARBN)** is issued to local and foreign companies registered to do business in Australia.
- ***Where to find it:*** Business registration papers or the Australian Securities and Investments Commission (ASIC) website.
- ***Who should complete this?*** Companies and foreign entities registered to do business in Australia.

What is Crown land?

- **Crown land** is a territorial area belonging to the monarch, who personifies the Crown. In Commonwealth realms like Australia, it is considered public land and is managed by the government (most often the Committee of Management (COM), delegated by the relevant Government department, such as DEECA).
- For most **residential property owners, Crown land does not apply** as their land is privately owned. Thus, Crown land is more relevant to specific commercial projects, if leasing/using Crown land in their building works.
- **Who should complete this?**
  - This section should only be completed by individuals or entities that are leasing or using Crown land. For example, if you are a business leasing a piece of Crown land for commercial purposes, or if you are an individual with a formal arrangement to use Crown land for agricultural activities, you need to complete this section.
- **Where to find it:** Local government or land registry office.
  - *Building and Plumbing Commission (BPC) - formally the VBA*
  - *Land.Vic Property and Parcel Search*
  - *What is Government Land - Land.Vic*
  - *Planning Victoria Property Report*

Who is a lessee or licensee?

- For the purpose of this document, a **lessee** is a person or entity leasing an asset or property on Crown Land, and who pays the lessor (property owner) for the usage of that asset or property.
- A **licensee** is someone who has permission to use a property/building owned by someone else.
- **Where to find it:** Lease or licensing agreement or property ownership documents.
- **Who should complete this?** Individuals or entities leasing or licensed to use the property.

Ownership Details

This section is for the details of the property owner (**NOTE:** must be the full name of the owner/s or entity listed as the owner on the certificate of title), to be completed only if the applicant is not the owner.

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

Where to find information:

This information can be obtained from the property owner or from property ownership documents.

Levy Payer Details

A levy payer is the person or entity responsible for paying a levy to the Building & Plumbing Commission (BPC) - formally known as the VBA. In the context of building permits, the levy payer refers to the person who pays the building permit levy to the BPC.

- **Where to find it:** Building & Plumbing Commission (BPC) website or consultation with your builder.
- **Who should complete this?** The person or entity responsible for paying the building permit levy.

Levy payer details (refer to note 1)
☐ *Applicant* ☐ *Owner* ☐ *Other - If other please specify below*

Name		Contact name	
Postal address		Postcode	
Email address		Phone	

Note 1 refers to the Building Permit Levy and the Cladding Rectification Levy.

These are fees are not collected by BSA, they are to be paid directly to the BPC to enable them to issue a building permit number to the Relevant Building Surveyor for issuing a building permit.

The nominated levy payee, will be issued an invoice by the BPC broken down into the following:

- **Building Permit Levy:**
  - This fee is calculated as 0.128% of the cost of the building works for which the permit is sought, for projects costing above $10,000 (and MUST include GST).
- **Cladding Rectification Levy (CRL):**
  - As of January 1, 2020, certain projects costing $800,000 or more are also subject to this levy under section 205G(2A) of the Building Act 1993.

- **Who It Applies To:**
    - The person or entity responsible for paying a levy to the BPC

Helpful links

- Building and Plumbing Commission (BPC) – *formally Victorian Building Authority (VBA):*
  - **Building and Plumbing Commission**
- Building Permit Levy Information:
  - **Building fees - Building & Plumbing Commission**
- Cladding Rectification Levy FAQs:
  - **Cladding rectification levy FAQs - Building & Plumbing Commission**
- Building Act 1993 - Section 205G:
  - **Building Act 1993**
  - **Building Act 1993 - Section 205G**

Address for serving or giving of documents

This information is required so we know who to send the relevant documents to as we move through the building permit process. Please select either applicant, owner or other (if other, please complete details in the spaces provided).

Property/Project Details

This section requires specific details about the property and the proposed building work, including the property address, proposed use of the building, and other relevant details such as lot number and volume/folio numbers.

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 ☐ No ☐				

Please see the table on the next page for a **detailed explanation of the project detail fields** and where to find the information.

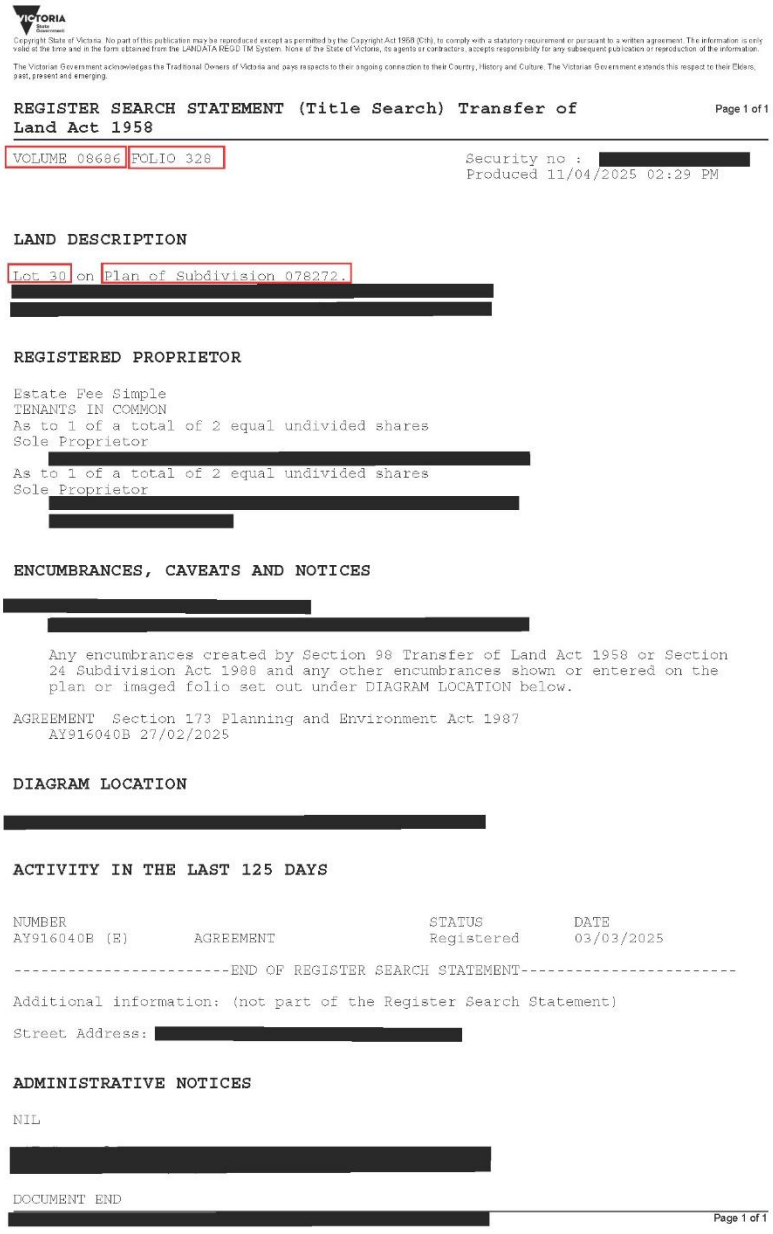
Field	Explanation	Where to Find This Information
Project details	Provide a brief description of the proposed building work.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Proposed use of building	Indicate the intended use of the building (e.g., residential, commercial, industrial).	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Address	Enter the full address of the property where the building work will take place.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Postcode	Provide the postcode for the property address.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Lot/s	Enter the lot number(s) as shown on the property title or by visiting the website for the county in which the property exists, which may appear under a section for an assessor or tax board.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
LP/PS	LP stands for Lodged Plan, and PS stands for Plan of Subdivision. Enter the relevant plan number.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Volume	Enter the volume number from the property title.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Folio	Enter the folio number from the property title.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Crown allotment	A Crown allotment is a specific parcel of land that has been allocated by the government, often used in land titles and property descriptions. If applicable, enter the crown allotment number.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Section	In the context of land titles, a section is a specific part of a larger area that is used for administrative purposes, to help in identifying the location of a property within a larger area. Enter the section number, if applicable.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Parish	In land titles, a parish is a geographical area used for administrative purposes. It is often used in rural areas to describe land boundaries. Enter the parish name if applicable.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
County	A county is a geographical and administrative division within a state. It is used in land titles to describe the location of a property. Enter the county name if applicable.	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Municipality	To find the municipality where your property is located, you can visit your local council's website or use property search tools available on county websites. Enter the name of the municipality where the property is located.	Local council's website or property search tools (see links below)
Area of Allotment	For new dwellings only, provide the area of the allotment in square meters (m^2).	Property title plan (plan of subdivision, title plan, plan of consolidation etc.)
Is the land owned by the Crown or Public Authority?	Crown land is a territorial area belonging to the monarch, who personifies the Crown, and is considered public land or is managed by the government. Indicate whether the land is owned by the Crown or a public authority by selecting "Yes" or "No."	Local government or land registry office (see links below)

Where to Find the Information:

You can find this information on your **property title** or obtain it from **your local council.** For example, you can visit the following links to search for property records:

- Property and Parcel Search - Land.Vic
- Planning Property Report - Planning Victoria

Also, see **title examples** on the following pages (shown inside the red boxes) indicating where to locate the information:



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958 Page 1 of 1

VOLUME 08686 FOLIO 328 Security no : [redacted]
Produced 11/04/2025 02:29 PM

LAND DESCRIPTION

Lot 30 on Plan of Subdivision 078272.
[redacted]

REGISTERED PROPRIETOR

Estate Fee Simple
TENANTS IN COMMON
As to 1 of a total of 2 equal undivided shares
Sole Proprietor
[redacted]
As to 1 of a total of 2 equal undivided shares
Sole Proprietor
[redacted]

ENCUMBRANCES, CAVEATS AND NOTICES

[redacted]

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AY916040B 27/02/2025

DIAGRAM LOCATION

[redacted]

ACTIVITY IN THE LAST 125 DAYS

NUMBER		STATUS	DATE
AY916040B (E)	AGREEMENT	Registered	03/03/2025

----------END OF REGISTER SEARCH STATEMENT----------

Additional information: (not part of the Register Search Statement)

Street Address: [redacted]

ADMINISTRATIVE NOTICES

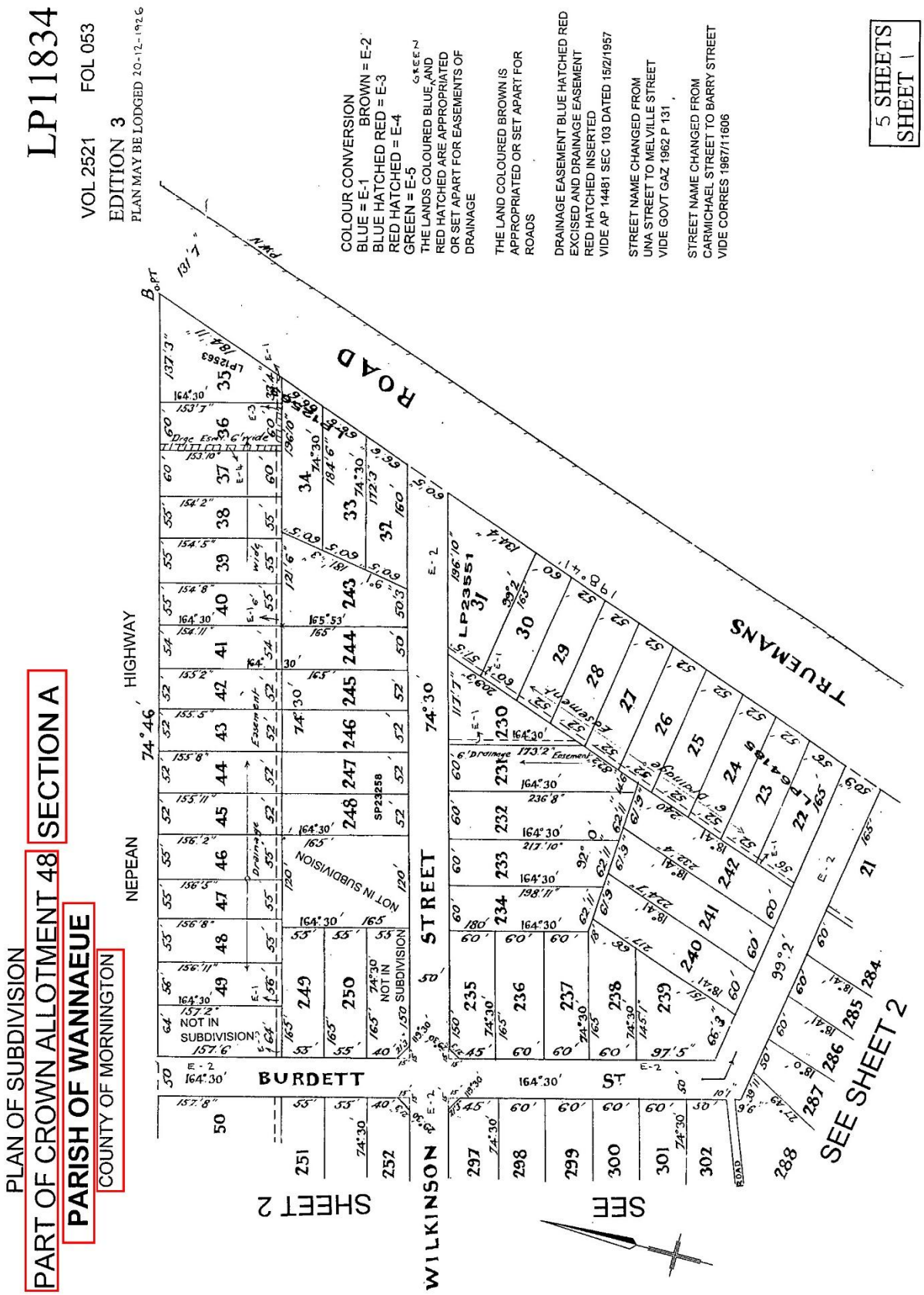
NIL

[redacted]

DOCUMENT END

[redacted] Page 1 of 1

Delivered by LANDATA®, timestamp 18/09/2024 11:56 Page 1 of 6



Builder Details

- This section requires details **about the builder** you have selected to carry out your building works.
- **Before issuing your building permit**, BSA Building Surveyors will require this information. However, we understand that not all projects have appointed a builder at the stage when completing this form. Therefore, you may elect to **provide this information to BSA Building Surveyors at a later stage** during the project, once you have appointed a builder.

Builder

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

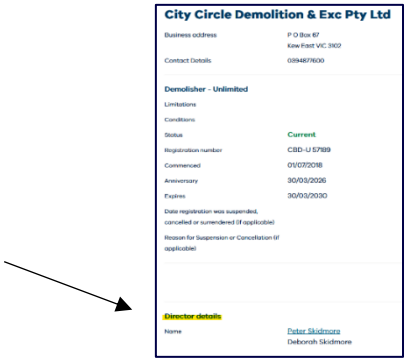
Name		Telephone	
Postal address		Postcode	

What is a natural person?

In legal terms for this form, a "natural person" refers to a living human being, with certain rights and responsibilities under the law, as opposed to a corporation or other legal entity, which is created by law but does not have the same rights and responsibilities as a living human being.

How to complete this section:

- This box needs to be filled out if the **builder registration** (nominated in the above box) is a **company registration** (e.g. it starts with CDB, CCB, CBD).
- **Go to BPC - practitioner search to find this information.**
- The person they nominate **must** be a person listed on the **BPC's website** as a nominated Director (under **Director Details** - *shown below*) when registration number for builder is a company registration/body corporate.



Building Practitioners

A **building practitioner** is a **certified professional** who specialises in various aspects of building and construction. This includes registered architects, draftspersons/designers, and engineers who are endorsed to work in the building industry (e.g., civil, structural, mechanical, fire safety).

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.

These professionals ensure that the building plans / documents comply with safety and building standards.

Complete this section if building practitioners have prepared documentation relevant to the building permit application. This includes (but is not limited to):

- **Registered architects**
- **Registered draftspersons/designers**
- **Registered engineers endorsed to work in the building industry (e.g. civil, structural, mechanical, fire safety)**

Helpful links:

- Building regulations
- Professional engineers site
- ARBV – architects
- BPC website – practitioner search

Nature of Building Work

This section is needed to **identify the specific nature of the building works** you intend to carry out to help ensure that your application is processed accurately and efficiently.

Nature of building work

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 (give description)	☐		
Have there been any other alterations or additions to the subject building within the past three years? If		Yes ☐ No ☐	

This information is crucial for determining the relevant regulations, permits, and inspections required for your project. Please select the **type of building work** from the options provided and provide any additional details if necessary. Use the table on the next page to clarify the **appropriate building works** for your project:

Type of Building Work	Description	When to Complete
Construction of a New Building	Building a completely new structure from the ground up.	Select this option if you are constructing a new building that did not previously exist on the site.
Demolition of a Building	Tearing down or destroying a building.	Select this option if you are planning to completely demolish an existing building.
Re-erection of a Building	Rebuilding a structure that has been dismantled or moved from another location.	Select this option if you are reconstructing a building that was previously dismantled or relocated.
Removal of a Building	Moving a building from one location to another.	Select this option if you are planning to move an existing building to a different site.
Extension to an Existing Building	Adding new space to an existing building, such as additional rooms or floors.	Select this option if you are expanding the floor area or height of an existing building.
Construction of Swimming Pool or Spa	Building a new swimming pool or spa.	Select this option if you are constructing a new swimming pool or spa on the property.
Alterations to an Existing Building	Making changes to the structure or layout of an existing building.	Select this option if you are modifying the existing structure, such as renovating or remodelling.
Construction of Swimming Pool or Spa Barriers	Building barriers around a swimming pool or spa to ensure safety.	Select this option if you are installing safety barriers around a swimming pool or spa.
Change of Use of an Existing Building	Changing the purpose or function of an existing building.	Select this option if you are changing the use of a building, such as converting a residential building into a commercial space.
Construction of a Small Second Dwelling	Building a small additional dwelling on the same property as an existing home.	Select this option if you are constructing a small second home, such as a granny flat or accessory dwelling unit.
Other (Give Description)	Any other types of building work not listed above.	Select this option if your building work does not fit into any of the categories listed and provide a brief description of the work.
Have there been any other alterations or additions to the subject building within the past three years?	Indicate 'Yes' if there have been any other changes to the building in the past three years and provide details such as building permits and approved plans.	Indicate 'Yes' if there have been any other changes to the building in the past three years and provide details such as building permits and approved plans.

Social Housing

Social housing refers to housing that is provided to people on low incomes or with particular needs, often managed by government or non-profit organizations. Select Yes if this applies to you. According to regulation 281B of the Building Regulations 2018, social housing projects may be exempt from certain building permit levies.

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 ☐ No ☐

Refer to **Section 281B - Building Regulations 2018** for more information.

Emergency Recovery

Emergency recovery involves the reconstruction or repair of dwellings that have been destroyed or damaged due to emergencies such as natural disasters.

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 ☐ No ☐

Regulation 166J(b) of the **Building Regulations 2018** provides guidelines for such projects, which may also be exempt from certain building permit levies.

Indicate 'Yes' if the building work in this application includes the construction or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling.

Refer to **Section 166J(b) – Building Regulations 2018** for more information.

Cost of Building Work

This section is crucial for determining the financial cost of your building project, so that a proper evaluation and approval can occur, and the necessary fees and levies can be accurately calculated.

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

If you are employing a Registered Builder to complete your building works:

NOTE: If you are employing a Registered Builder, you should complete this version of the form:

Building Permit Application – Registered Builder

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

Is there a fixed-price contract or agreement with a builder?

- **Select "Yes"** if you have a contract or agreement (NOT cost-plus) with a builder for the work.
  - Enter the **total contract price** (including labour and materials) in the space provided.
- **Select "No"** if you do not have a fixed-price contract.

If "No," is there a cost-plus contract or agreement?

- **Select "Yes"** if your agreement is cost-plus (where the builder charges actual costs plus a margin).
  - Enter the builder's **estimate of the total amount they will receive** (including labour and materials).
- **Select "No"** if you do not have a cost-plus agreement.

Additional Costs

- **Chattels**: Enter the cost of any movable items included in the contract (e.g. appliances, furniture).
- **Prescribed Excluded Items**: Enter the cost of any items excluded from the building permit but listed in the contract (e.g. landscaping, fencing).

If you're unsure about these amounts, check your building contract or speak with your builder. Accurate figures are important for regulatory compliance.

If you are completing your building works as an Owner Builder:

NOTE: If you are employing an owner builder, you should complete this version of the form:

Building Application – Owner Builder

An **owner builder** is someone who intends to carry out building works as the owner of the land (according to the title). This means that instead of hiring a registered builder, you will oversee managing the project yourself.

To do this for residential projects, you must obtain a certificate of consent from the BPC - **BPC owner builder application**. We recommend you do this earlier in the application stage however, be aware that they are only valid for 12 months if the permit hasn't been issued.

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—	
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):	$
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:	$

Confirm Owner Builder Status

- Tick **Yes** if you will manage the building work as an Owner Builder.
- Provide your **Owner Builder Certificate of Consent Number** (issued by the BPC).

Estimate the Total Cost

Enter your **estimated cost of the building work**, including:

- Labour (whether you do it yourself or hire trades)
- Materials
- GST

This figure should represent the **full cost of the project**, not just what you personally spend.

Will you engage builders for part of the work?

Tick **Yes** if you plan to hire one or more builders for specific stages (e.g., framing, roofing).

- If **Yes**, provide:
- **Contract price** for each builder if the agreement is **fixed-price** (including labour and materials).
- **Builder's estimated amount** if the agreement is **cost-plus** (actual costs plus margin).
- **Cost of any chattels** (movable items like appliances).
- **Cost of any prescribed excluded items** (e.g., landscaping, fencing).

Important Notes

- Be as accurate as possible—these figures are used for permit assessment and levy calculations.
- If unsure, check your contracts or speak with your builder or building consultant.

Class of Building Work

This section determines which building classification your project falls under. Building classes are defined by the **National Construction Code (NCC)** and relate to the type and use of the building. It's important to distinguish these classes because they determine the design standards, safety requirements, and permit conditions that apply to your project.

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 ☐ 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:	$

What do the different building classes mean?

Buildings are classified into different class ratings depending on their intended use:

- **Class 1:** Houses and townhouses (single dwellings)
- **Class 2:** Apartments (two or more dwellings in one building)
- **Class 3:** Boarding houses, hostels, or similar
- **Class 4:** A dwelling within a non-residential building (e.g., caretaker's unit)
- **Class 5:** Offices
- **Class 6:** Shops, restaurants, cafés
- **Class 7:** Car parks, warehouses
- **Class 8:** Factories, laboratories
- **Class 9:** Public buildings (schools, hospitals)
- **Class 10:** Non-habitable structures (sheds, garages, fences, pools)

You can identify your building's class by its intended use and design. Check your building plans or speak with your designer or building consultant if you're unsure.

Does your building work involve BOTH groups of classes?

Group 1: Classes **2–8** (multi-residential and commercial/industrial buildings)

Group 2: Classes **1, 9, or 10** (houses, public buildings, and non-habitable structures)

- **Select "Yes"** if your project includes buildings from **both** groups (for example, a mixed-use development with apartments and a shop). If the building work involves more than one class of building, you need to provide the cost of the building work for each class.
- Section 205G(2A) of the Building Act 1993 specifies additional levies for certain classes of buildings. This helps in accurately calculating the levies and fees for the different types of buildings involved in your project.
- **Select "No"** if your project only involves **one** class only (either class 2-8 ***or*** class 1, 9, 10).

Enter cost details for each group

If you answered **Yes**, you need to provide cost details for **both classes**:

- **Contract price OR builder's estimate** (including labour and materials)
- **Cost of any chattels** (movable items like appliances)
- **Cost of any prescribed excluded items** (e.g., landscaping, fencing)

If you answered **No**, select the class that applies to your build and only complete the costs related to that section that your building falls under.

For more information on the Building Act 1993, you can refer to the Building Act 1993.

Note: If you're unsure which class applies, check your building plans or ask your designer or building consultant. Accurate classification is important for compliance.

Staged Building Work

This section applies **only if your application is for a stage of the overall building project**, rather than the entire build. It ensures the permit reflects the scope and cost of the specific stage. Enter the extent of the stage and the cost of building works specific to that stage (including GST):

Does the application relate to a stage of the whole of the building work?	Yes ☐ No ☐
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 ☐ 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 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:	$

Is your application for a stage of the building work?

- **Select "Yes"** if you are applying for a permit for part of the project (e.g., foundations only, framing only). Enter the **extent of the stage** (describe what this stage includes, such as "Stage 1 – Footings and Slab").
- **Select "No"** if your application covers the entire building work.

Contract details for the whole project

If your project is staged, the BPC needs to know whether you have a contract for **all stages**:

- **Fixed-price contract?**
  - If **Yes**, enter the **total contract price** for the entire project (including labour and materials).
  - If **No**, is there a **cost-plus contract?**
    - If **Yes**, enter the builder's **estimate of the total amount they will receive** for the entire project.

Additional costs

For the whole project (all stages), specify:

- **Chattels**: Cost of movable items included in the contract (e.g., appliances).
- **Prescribed excluded items**: Cost of items excluded from the permit but listed in the contract (e.g., landscaping, fencing).

Important Notes

- You must also provide the **cost of building work specific to this stage** (including GST) in the space provided.
- If you're unsure, check your building contract or speak with your builder for accurate figures.

Declaration

This is the **final step** of the process for completing your building permit application.

Once the rest of the form is completed, simply read the declaration, agree to the BSA Terms & Conditions, sign and date the form then return it to admin@bsabs.com.au

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

We hope this guide has been helpful in providing you with information and links necessary to complete this form.

Please don't hesitate to reach out if you have any further questions, as one of our friendly staff members will be happy to assist you.

You can call us on **03 52 41 2559** or email us at **admin@bsabs.com.au**

Kind regards

BSA Building Surveyors

Helpful Links

Building & Plumbing Commission (BPC) – *formally Victorian Building Authority (VBA)*

- Building & Plumbing Commission Home: https://www.bpc.vic.gov.au/
- Building Industry - Victorian Building Authority: https://www.bpc.vic.gov.au/building
- Owner-builders - Victorian Building Authority: https://www.bpc.vic.gov.au/owner-builders
- Owner-builder FAQs - Victorian Building Authority: https://www.bpc.vic.gov.au/owner-builders/faqs

Building Legislation and Codes

- Building Act 1993: https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/122
- Building Regulations 2018: https://www.legislation.vic.gov.au/as-made/statutory-rules/building-regulations-2018
- National Construction Code (NCC) 2022 - Victorian Building Authority: https://www.vba.vic.gov.au/building/regulatory-framework/ncc-2022

Property and Parcel Information

- Property and Parcel Search - Land.Vic: https://www.land.vic.gov.au/property-and-parcel-search
- Planning Property Report - Planning Victoria: https://www.planning.vic.gov.au/planning-schemes/planning-property-report

Definitions and Explanations

- Natural Person - Legal Dictionary: https://legaldictionary.net/natural-person/
- Australian Company Numbers (ACN) - ASIC: https://asic.gov.au/for-business/registering-a-company/steps-to-register-a-company/australian-company-numbers/
- What is Government Land - Land.Vic: https://www.land.vic.gov.au/government-land/first-time-here/what-is-government-land
- Residential Rental Agreements - Consumer Affairs Victoria: https://www.consumer.vic.gov.au/housing/renting/starting-and-changing-rental-agreements/different-rental-agreements/residential-rental-agreements

Building Legislation and Codes

- **Building Act 1993:** https://www.legislation.vic.gov.au/in-force/acts/building-act-1993/122
- **National Construction Code (NCC) 2022 - Victorian Building Authority:** https://www.vba.vic.gov.au/building/regulatory-framework/ncc-2022

Property and Parcel Information

- **Property and Parcel Search - Land.Vic:** https://www.land.vic.gov.au/property-and-parcel-search
- **Planning Property Report - Planning Victoria:** https://www.planning.vic.gov.au/planning-schemes/planning-property-report

Definitions and Explanations

- **Natural Person - Legal Dictionary:** https://legaldictionary.net/natural-person/
- **Owner-builders - Victorian Building Authority:** https://www.bpc.vic.gov.au/owner-builders/faqs
- **Australian Company Numbers (ACN) - ASIC:** https://asic.gov.au/for-business/registering-a-company/steps-to-register-a-company/australian-company-numbers/
- **What is Government Land - Land.Vic:** https://www.land.vic.gov.au/government-land/first-time-here/what-is-government-land
- **Residential Rental Agreements - Consumer Affairs Victoria:** https://www.consumer.vic.gov.au/housing/renting/starting-and-changing-rental-agreements/different-rental-agreements/residential-rental-agreements
- **Rates of Taxes, Duties and Levies - State Revenue Office:** https://www.sro.vic.gov.au/rates-taxes-duties-and-levies