



Building Act 1993 / Building Regulations 2006/ Regulation 301

Form 1 - Application for Building Permit

Applicant/Agent

Name _____
Address _____ Postcode _____
Phone _____ Fax _____ Mobile _____
Email _____ Prefer Contact: Post ☐ Email ☐ Mobile ☐

Owner Details

Name _____
Address _____ Postcode _____
Phone _____ Fax _____ Mobile _____
Email _____ Prefer Contact: Post ☐ Email ☐ Mobile ☐

Property Details

Number _____ Street _____ Suburb _____
Lot/s _____ LP/PS _____ Volume _____ Folio _____
Crown allotment Section _____ Parish _____ County _____
Municipal district _____
Allotment area (for new dwellings only) m² _____
Land owned by the Crown or a public authority ☐* **tick if applicable*

Builder Details (if known)

Name _____
Address _____ Postcode _____
Phone _____ Fax _____ Mobile _____
Email _____ Prefer Contact: Post ☐ Email ☐ Mobile ☐

OR I intend to carry out the work as owner builder ⁵ Yes ☐ No ☐

Building Practitioners and/or Architect

a. to be engaged in the Building Work ²

Name _____ Category/Class _____ Registration Number _____

(If a registered domestic builder carrying out domestic building work attach details of the required insurance)

b. who were engaged to prepare documents forming part of the application for this permit? ³

Category/Class	Registered Practitioner	Registration Number
Architect/Drafts Person		
Engineer		



Nature of building work

- | | |
|--|--|
| <input type="checkbox"/> Construction of a new building | <input type="checkbox"/> Verandah |
| <input type="checkbox"/> Demolition of a building | <input type="checkbox"/> Alterations to an existing building |
| <input type="checkbox"/> Extension to an existing building | <input type="checkbox"/> Removal of a building |
| <input type="checkbox"/> Re-erection of a building | <input type="checkbox"/> Change of use of an existing building |
| <input type="checkbox"/> Carport | <input type="checkbox"/> Other (please specify below) |

Note: Proposed use of building⁴ _____

Cost of Building Work

Is there a contract for the building work
 If **Yes**, Value of building works

☐ Yes ☐ No
 \$ _____

If **No**, state the estimated cost of the building work (including the cost of labour and materials) and attach details of the method of estimation \$ _____

Note: evidence of method of estimation may be required

Stage of Building Work

If application is to permit a stage of the building work

Extent of Stage \$ _____
 Cost of work for this stage \$ _____

Payee of Account

Please check box to confirm payee of account so that fees can be invoiced directly

☐ Applicant ☐ Owner ☐ Builder ☐ Payment upon pickup

*** If making payment by Cheque please make it payable to **Accredited Building Surveyor** ***

Signature _____ Date _____

NOTES

Note 1: 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.
Note 2: Include building practitioners with continuing involvement in the building work.
Note 3: Include only building practitioners with no further involvement in the building work.

Note 4: The use of the building may also be subject to additional requirements under other legislation such as the **Liquor Control Reform Act 1998** and the **Dangerous Goods Act 1985**.

Note 5: 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 Building Commission maintains a current list of domestic insurance providers.

Note 6: When an owner builder is nominated, the estimated cost of works must include value of materials and labour

Note 7: Building Permit fees and government levy payments are the responsibility of the signed applicant and must be paid prior to the Building Permit being issued. In the event that Building Permit fees are not settled promptly, the Building Permit will be suspended and no inspections will be undertaken

Note 8: Additional fees will be incurred in the case that enforcement action of any kind is required, including the issuing of Building Notices and Building Orders for works undertaken in contravention of the Building Regulations 2006

Note 9: Signature of the applicant affirms responsibility for payment of building permit fees, or, in the event that works do not proceed, the applicable cancellation fee



Letter of Appointment

(Owner's consent)

I / We (Owner/s Name) _____

Appoint Accredited Building Surveyor as the Relevant Building Surveyor to administer the Building Permit & Inspection(s), to carry out the function of the Building Act 1993 – Section 76 for proposed building works being

(Intended Use) _____

being carried out on the land located at:

(Property Address) _____

I am authorised by the owner of the building or land in writing to make this application on their behalf, pursuant of the Building Act 1993 – Section 248 (for agent of the owner only). This authorisation includes any application, including permit application, appeal or referral under this act.

The Letter of appointment is a formal contract entered by the owner / agent and the Building Surveyor, which ensures all relevant parties involved in the building works are aware of their obligations under the Building Act 1993 – Part 3 – Division2 – Section 17 and Building Regulations 2006. I have not appointed another Relevant Building Surveyors for these works.

Owner/s Signature _____

Print Name _____ Date _____

Please Note: The original copy of this appointment letter must be provided to Accredited Building Surveyor P/L