

APPLICATION FOR A BUILDING PERMIT

To Thanh Le, Relevant Building Surveyor at Cortek Group Pty Ltd

From ☐ Owner ☐ Agent of Owner (tick appropriate box)

Name ACN/ARBN
 Postal Address Postcode
 Contact Person Telephone
 Email Address
 Address for serving or giving of documents

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies ☐ (tick if applicable)

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 ☐ (tick if applicable)

Ownership Details (If applicant is agent of owner)

Name of Owner(s) ACN/ARBN
 Postal Address Postcode
 Contact Person Telephone
 Email Address

Property Details

Number Street / Road Suburb Postcode
 Lot/s LP/PS Volume Folio
 Crown Allot. 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

Name Telephone Mobile
 Address Postcode
 Email Address ACN/ABN
 Building practitioner 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 Mobile
 Address Postcode

Building Practitioners and/or Architects

Who were engaged to prepare documents forming part of the application for this permit

Name	Category/Class	Registration No
Name	Category/Class	Registration No

Nature of Building Work (tick appropriate option)

☐ Construction of a new building	Total m ²	☐ Demolition of a building	Total m ²
☐ Extension to an existing building	Total m ²	☐ Change of use of an existing building	Total m ²
☐ Alterations to an existing building	Total m ²	☐ Construction of a swimming pool or spa	Total m ²
☐ Re-erection of a building	Total m ²	☐ Construction of a swimming pool or spa barrier	Total m ²
☐ Removal of a building		☐ Other	Total m ²

Proposed Use of Building

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, which 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 the building work

Note: All costs specified in an application are to be inclusive of GST.

If application for a building permit is made by a person other than an owner-builder*Part A**

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

\$

Part B

Specify the class or classes of building to which the building work relates:

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, specify the information required under Part A and under Part C (if applicable) according to whether the building work relates to—

(i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and (ii) buildings in a class 1, 9 or 10 building.

Part C**All stages of 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:

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 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

\$ ***If application for a building permit is made by an owner-builder****Part A**

I intend to carry out the building work as an owner-builder

☐ YES ☐ NO

Specify the owner-builder certificate of consent number (if applicable):

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work

\$ **Part B**

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)

\$ **Part C**

Specify the cost of any chattel relating to Part A and/or Part B

\$

Specify the cost of any prescribed excluded item relating to Part A and/or Part B

\$ **Part D****All stages of staged building work by an owner-builder**

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

\$ **Part E**

Specify the class or classes of building to which the building work relates:

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, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to—

- (i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) buildings in a class 1, 9 or 10 building.

SIGNATURE OF APPLICANT

DATE

Notes on Form 1

- 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; except in Part 9 and Sections 24(3) and 176(6) of the Act; 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 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 6.5 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.
- Note 6** Pursuant to section 205KA of the Building Act 1993 the owner of the building or land must notify the VBA within 28 days after the owner becomes aware of an increase in the final cost of building work exceeding \$15,625.
For further information please contact the VBA on 1300 241 104 or <https://www.vba.vic.gov.au/building/bams>

General Notes**Assessment Method**

The building permit application will be assessed for compliance with the deemed-to-satisfy measures of the Building Code of Australia unless the designer nominates specific alternative design solutions.

Dual Appointment

Pursuant to section 78 of the Building Act (Act) 1993 it is an offence to appoint Cortek Group Pty Ltd if another building surveyor has already commenced to carry out functions set out under the Act. The applicant declares that another private building surveyor has not previously been appointed to issue a building permit for the building work concerned.

Authority of Agents

Pursuant to Section 248 of the Building Act 1993 a person must not act on behalf of an owner of a building or land for the purposes of making any application, appeal or referral under the Building Act 1993 or Building Regulations 2018 unless the person is authorised in writing by the owner to do so.

Privacy

Personal information requested on this form is for the purposes of dealing with the building permit application and associated functions. It will be used solely by Cortek Group Pty Ltd for this primary purpose or other directly related purposes.

REQUIRED DOCUMENTATION

Where applicable, the following documentation is to be provided with every Building Permit Application.

1. Form 1 Application for a Building Permit.
2. Certificate of Title. If ownership details are not shown on the Title, please also provide evidence of ownership (i.e. rates notes, contract of sale).
3. Plan of Subdivision (all pages). Note consent from the relevant authorities will be required if planning to build on and/or over any easements.
4. Covenants and/or Section 173 Agreements listed on the Certificate of Title.
5. Building Regulation 51(2) - Property Information Certificate issued by council building department confirming whether or not the site is subject to flooding, termite attack, overland drainage, etc.
6. Stormwater Legal Point of Discharge issued by council engineering department.
7. Town Planning Permit together with the town planning endorsed/stamped drawings.
8. Permit to Alter/Install the Septic Tank System issued by the relevant council Municipal Health Surveyor.
9. Architectural drawings issued for construction.
10. Architectural specifications.
11. Soil report/geotechnical.
12. Engineer's structural drawings.
13. Engineer's structural computations.
14. Engineer's Design Certification Certificate/Documentation.