

# BUILDING PERMIT APPLICATION FORM

Building Act 93, Building Regulations 2018

Regulation 24 Form 1

TO: (Building Surveyor)

MR. DURO VRANJES

BS-U 20045

MR. ROMEO GEORGIEV

BS-L 38638

FROM: OWNER/AGENT OF OWNER (cross out inapplicable)

NAME: .....

POSTAL ADDRESS: ..... POST CODE: .....

CONTACT PERSON: ..... PHONE: .....

EMAIL: .....

ADDRESS FOR SERVING OR GIVING OF DOCUMENTS: .....

OWNERSHIP DETAILS: (Only if Agent of Owner is listed above)

NAME: .....

POSTAL ADDRESS: ..... POST CODE: .....

CONTACT PERSON: ..... PHONE: .....

EMAIL: .....

PROPERTY DETAILS:

LOT/S: ..... NO. : ..... STREET/ROAD: .....

SUBURB: ..... POST CODE: .....

LP/PS: ..... VOLUME: ..... FOLIO: .....

MUNICIPALITY: ..... ALLOTMENT AREA (for new dwellings only): ..... m<sup>2</sup>

BUILDER DETAILS: (If known)

NAME: .....

POSTAL ADDRESS: ..... POST CODE: .....

CONTACT PERSON: ..... PHONE: .....

EMAIL: .....

DRAFTSPERSON/ ARCHITECT DETAILS:

NAME: .....

CONTACT PERSON: ..... PHONE: .....

EMAIL: .....

BUILDING PRACTITIONERS<sup>1</sup> AND/OR ARCHITECT:

a. TO BE ENGAGED IN THE BUILDING WORK<sup>2</sup>

NAME: ..... CATEGORY/CLASS: ..... REGISTRATION NO.: .....

NAME: ..... CATEGORY/CLASS: ..... REGISTRATION NO.: .....

b. WHO WERE ENGAGED TO PREPARE DOCUMENTS FORMING PART OF THE APPLICATION FOR THIS PERMIT<sup>3</sup>

NAME: ..... CATEGORY/CLASS: ..... REGISTRATION NO.: .....

NAME: ..... CATEGORY/CLASS: ..... REGISTRATION NO.: .....

**NATURE OF BUILDING WORK:** (Tick if applicable or give other description)

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| CONSTRUCTION OF A NEW BUILDING(S)  | EXTENSION TO AN EXISTING BUILDING     |
| ALTERATION TO AN EXISTING BUILDING | CHANGE OF USE OF AN EXISTING BUILDING |
| DEMOLITION OF A BUILDING           | REMOVAL OF A BUILDING                 |
| RE-ERECTION OF A BUILDING          |                                       |
| OTHER .....                        |                                       |

**PROPOSED USE OF THE BUILDING:**<sup>4</sup>

**OWNER-BUILDER:**<sup>5</sup> (If Applicable)

I INTEND TO CARRY OUT THE WORK AS AN OWNER-BUILDER [YES/NO]

**COST OF BUILDING WORK:**<sup>6</sup>

IS THERE A CONTRACT FOR THE BUILDING WORK [YES/NO]  
 IF YES, STATE THE CONTRACT PRICE \$ .....

IF NO, STATE THE ESTIMATED COST OF THE BUILDING WORK (INCLUDING THE COST OF LABOUR & MATERIALS) & ATTACH DETAILS OF THE METHOD OF ESTIMATION \$ .....

**STAGE OF BUILDING WORK:**

IF APPLICATION IS TO PERMIT A STAGE OF THE WORK –  
 EXTENT OF STAGE: .....

COST OF WORK FOR THIS STAGE \$ .....

**APPLICANT DECLARATION:**

I, .....  
 HAVE NOT APPOINTED ANOTHER RELEVANT BUILDING SURVEYOR FOR THESE WORKS, I MAKE THIS APPOINTMENT IN MY CAPACITY AS THE OWNER/AGENT FOR THIS SITE.

**SIGNATURE**

.....  
 SIGNATURE OF OWNER/AGENT

.....  
 DATE

**FOR THE AGENT OF OWNER ONLY:**

I AM AUTHORISED BY THE OWNER OF THE BUILDING OF THE BUILDING OR LAND IN WRITING TO MAKE THIS APPLICATION ON THEIR BEHALF, PURSUANT TO SECTION 248 OF THE *BUILDING ACT 1993* (THIS AUTHORISATION INCLUDES ANY APPLICATION (INCLUDING OCCUPANCY PERMIT APPLICATION), APPEAL OR REFERRAL UNDER THIS ACT)

.....  
 SIGNATURE OF OWNER/AGENT

.....  
 DATE

**NOTES TO BUILDING PERMIT APPLICATION FORM**

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: Including 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 61/2 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.

