

# FORM 1

## APPLICATION FOR A BUILDING PERMIT

*Building Act 1993*  
*Building Regulations 2018*  
*Regulation 24*

To: Municipal Building Surveyor

From:

Owner/Agent of Owner \_\_\_\_\_ ACN/ARBN \_\_\_\_\_

Postal Address of applicant \_\_\_\_\_ P/Code \_\_\_\_\_

Address for serving or giving documents

\_\_\_\_\_ P/Code \_\_\_\_\_

Email \_\_\_\_\_

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

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

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

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

\*Ownership details (if applicant is agent of owner)

Name of Owner \_\_\_\_\_ ACN / ARBN \_\_\_\_\_

Email \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Postal Address \_\_\_\_\_ P/Code \_\_\_\_\_

Property Details

No. \_\_\_\_\_ St /Rd \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Crown Allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_

Municipal District Monash City Council Allotment Area (new dwellings only) \_\_\_\_\_ m<sup>2</sup>

Land owned by the Crown or a public authority:  tick if applicable

Builder (if known) Name \_\_\_\_\_ Phone \_\_\_\_\_

ACN/ARBN \_\_\_\_\_

Building Practitioner Registration No.: \_\_\_\_\_

Postal Address \_\_\_\_\_ P/Code \_\_\_\_\_

Email \_\_\_\_\_

*[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 (if applicable).*

**\*Natural person for service of directions, notices and orders (if builder is a body corporate)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Postal Address \_\_\_\_\_ P/Code \_\_\_\_\_

**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.
_____	_____	_____
Name	Category/Class	Registration No.
_____	_____	_____

**Nature of Building Work** *(tick if applicable or give other description)*

- Construction of a new building
- Extension to an existing building
- Removal of a building
- Re-erection of a building
- Construction of swimming pool or spa barrier
- Other \_\_\_\_\_
- Alterations to an existing building
- Demolition of a building
- Change of use of an existing building
- Construction of swimming pool or spa
- Construction of a small second dwelling

Proposed use of building \_\_\_\_\_

**Note**

Under the Building Act 1993 swimming pool is defined to include a spa.

**Social housing**

Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018? **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 \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please Note: This application will not be allocated for processing unless all fees have been paid.

SUBJECT PROPERTY ADDRESS:

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PAYMENT OPTIONS:

In Person at:

293 Springvale Road Glen Waverley

or

Mail – Credit Card/Cheque/Money Order:

PO Box 1 GLEN WAVERLEY VIC 3150



## **Privacy Collection Statement**

Monash City Council (“Council”) collects personal information via this form to provide you with the service you are seeking and/or to fulfill its statutory responsibilities, and for related purposes which you may reasonably expect. Council will not release or provide your personal information to any other person or body, unless (a) it has been authorised to do so by you, or (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you do not supply the requested information, we may not be able to provide you with the service and/or fulfill our statutory responsibilities. You may gain access to your personal information by contacting Council’s Privacy Officer via telephone on 9518 3555 or email at [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au). Further details are available at the Privacy page on Council’s website ([www.monash.vic.gov.au](http://www.monash.vic.gov.au)).

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