

# Application for a Building Permit

Building Services

Building Act 1993 | Building Regulation 2018 | Regulation 24

## Need Help?

Please contact Building Services if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33 or (03) 9298 4598. **You can also apply online.**

### Applicant / Owner Details

Title		First Name		Surname	
Postal Address				Postcode	
Contact Person			Phone		
Mobile			ABRN/ACN		
Email*					

**Please note:** The applicant contact person will be the main point of contact for the permit application. If the applicant is not the Owner of the Property, an Agent's Authority Declaration form will need to be completed and submitted with the application paperwork.

### Lessee Details

Is the applicant a lessee or licensee of Crown land to which this application applies.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Person			Phone		
Is the applicant 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.				<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Owner Details (if different from Applicant)

Title		First Name		Surname	
Postal Address				Postcode	
Contact Person			Phone		
Mobile			ABRN/ACN		
Email*					

### Property Details

Lot/s No		Unit No		Street No	
Street/Road			Suburb		Postcode
Is the land owned by the Crown or a public authority?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Allotment Area (New Dwellings)	

### Builder Details

I intend to carry out the work as an owner-builder			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Owner Builder Certificate of Consent number (if applicable)				
Name		Company (if applicable)		
Postal Address			Postcode	
ABRN/ACN			Phone	
Building Practitioner Registration Number				
Email*				

**Please note:** 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 & Orders (if Builder is a Body Corporate)

Name		Phone	
Postal Address		Postcode	

### Nature of Building Work

<input type="checkbox"/>	Construction of New Building	<input type="checkbox"/>	Alterations to an Existing Building
<input type="checkbox"/>	Demolition of a Building	<input type="checkbox"/>	Removal of a Building
<input type="checkbox"/>	Extension to an Existing Building	<input type="checkbox"/>	Change of Use of an Existing Building
<input type="checkbox"/>	Re-erection of a Building	<input type="checkbox"/>	Construction of a Swimming Pool or Spa
<input type="checkbox"/>	Construction of Swimming Pool or Spa Barrier	<input type="checkbox"/>	Other (give description)
Proposed use of Building			

### Cost of Building Work

Is there a contract for the building works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, state the contract total	\$	
If no, state the estimated cost of the building work (inc. the cost of the labour and materials) and attach details of the method of estimation.	\$	

### Building Practitioner and/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	
Name		Category/Class		Registration No	

## Stage of Building Work

If the application is to permit a stage of the Building Work:

Extent of Stage

Value of Building Work for this stage

\$

## Delivery of Permit documentation and correspondence

Council prioritises electronic delivery. Your permit documentation and all correspondence will be sent to the email address of the applicant for the building permit. Hard copies will not be provided unless requested otherwise.

I wish to opt out of electronic delivery for all permit documentation and correspondence.

## Application Declaration

I (the applicant) hereby apply to the Municipal Building Surveyor of Maroondah City Council to act as the Relevant Building Surveyor (RBS) in respect of the proposed building works described in this application.

In entering into this agreement and making this application I hereby agree to the Terms of Appointment, I acknowledge that I am fully informed of the role of the RBS, that the application fees and charges must be paid upon application, that I will be liable to pay any additional fees consistent with the duties, functions and responsibilities of the RBS in accordance with the Fee Schedule and that no refunds will be available.

If signing as an agent of the owner of the subject property, I hereby acknowledge that I am duly authorised pursuant to s248 of the Building Act 1993 to enter into this Terms of Appointment and make application for a building permit for and on behalf of the owner/s.

Signature

Date

### OFFICE USE ONLY Payment Details (internal use only)

AP: Prepayment: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date \_\_\_\_\_ Paid:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Cashier Use:** Fee \$500.00 inc GST

AP

PP/BLD

Payment Type: Cash/Cheque/EFTPOS

Receipt Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

## Application Checklist

Your application will not progress until the minimum required documentation is provided and the application fee is paid.

<input type="checkbox"/>	Completed and signed application form
<input type="checkbox"/>	Payment of Application Fee \$500.00 inc. GST  *Please note: Payment is non-refundable if you do not wish to proceed with the application. The application fee will be deducted from the total building permit fee once the permit is issued.)
<input type="checkbox"/>	A copy of a current Certificate of Title of the allotment, including plan of subdivision and covenant/agreements on title (if any).
<input type="checkbox"/>	A copy of Architectural drawings showing compliance with relevant building regulations prepared by the owner or a registered building practitioner in the category of draftsman drawn to a <i>Draftsman Like Standard</i> .

## Additional Information

**Note 1-** 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 2-** Restrictions on sale of the building under section 137B of the Building Act 1993 where works are carried out as an owner builder. Section 137B prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6 1/2 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The VBA maintains a current list of domestic insurance providers

**Note 3-** An application for a Building Permit will lapse if not acted upon within a period of 3 months from the date a request for further information or if the applicant does not supply the required information within this time. In the event that an application has lapsed a new application will be need to be submitted with payment of the applicable fee.

## Lodgment and Payment Options

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*.

Applications can be made and paid in person at our Customer Service Centres:

**Realm**, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)

Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library**, Civic Square, Croydon

Hours: 9.00am-5pm Monday - Friday

## Privacy Collection Notice

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

Active Prosperous Vibrant Sustainable Accessible Thriving Inclusive Empowered

2023-2024