

Application for a Building Permit

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 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?	☐ Yes	☐ 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?	☐ Yes	☐ 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?			☐ Yes	☐ No	Allotment Area (New Dwellings)

Builder Details						
I intend to carry out the work as an owner-builder.					☐ Yes	☐ No
Name		Phone				
ABRN/ACN		Registration No				
Contact Person		Mobile				
Postal Address		Postcode				
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	

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	

Nature of Building Work

☐ Construction of New Building	☐ Alterations to an Existing Building
☐ Demolition of a Building	☐ Removal of a Building
☐ Extension to an Existing Building	☐ Change of Use of an Existing Building
☐ Re-erection of a Building	☐ Construction of a Swimming Pool or Spa
☐ Construction of Swimming Pool or Spa Barrier	☐ Other (give description)
Proposed use of Building:	

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
<i>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.</i>		

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
<i>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.</i>		

COMPLETE THIS SECTION IF APPLICATION FOR A BUILDING PERMIT IS MADE BY A PERSON OTHER THAN AN OWNER-BUILDER. **If the application is being made by an owner-builder please skip to next section.*

Cost of Building Work (All costs specified in an application are to be inclusive of GST)

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
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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	Building Class:	
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 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	\$	

***COMPLETE THIS SECTION IF APPLICATION FOR A BUILDING PERMIT IS MADE BY AN OWNER-BUILDER**

Cost of Building Work (All costs specified in an application are to be inclusive of GST)

Part A

I intend to carry out the work as an owner-builder	☐ Yes	☐ No
Owner Builder Certificate of Consent number (if applicable)	OB Consent No.:	
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 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	Building Class:	
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.		

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	
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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 Checklist

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

- | | |
|--------------------------|--|
| ☐ | Completed and signed application form |
| ☐ | 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 and inspection fees once the permit is issued. |
| ☐ | A copy of a current Certificate of Title of the allotment, including plan of subdivision and covenant/agreements on title (if any) |
| ☐ | 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 (Building Designer or Architect) drawn to a <i>Draftsman-like Standard</i> |

Definitions

Chattels

The cost of a chattel can be excluded from the Cost of Works only if it meets both following criteria:

- a moveable item
- not required for compliance with standards, National Construction Code (NCC) and the relevant regulations.

Refer to the [BPC website](#) for more guidance on chattels, including examples.

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 BPC 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 need to be submitted with payment of the applicable fee.

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

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

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: \$ _____