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**FORM 1** Building Act 1993 Regulation 24 Building Regulations 2018

**APPLICATION FOR A BUILDING PERMIT**

**To:** Aaron Widdison  
11 Dana Street Ballarat Vic 3350

**From:**

Owner\*/Agent of owner\*: \_\_\_\_\_

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

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Address for serving or giving of documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Indicate if the applicant is a lessee or licensee of  
Crown land to which this application applies  *†*

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Lessee responsible**

Indicate if a lessee of the building, of which parts  
are leased by different persons, is responsible for  
alterations to a part of the building leased by  
that lessee  *†*

**Ownership Details** (if applicant is agent of owner)

Name of Owner(s): \_\_\_\_\_

\*ACN/ARBN: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Property details:**

Number: \_\_\_\_\_ Street/road: \_\_\_\_\_ City/suburb/town: \_\_\_\_\_ Postcode: \_\_\_\_\_

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

Crown allotment: \_\_\_\_\_ Section: \_\_\_\_\_ Parish: \_\_\_\_\_ County: \_\_\_\_\_

Municipal district: \_\_\_\_\_ Allotment area: \_\_\_\_\_ m<sup>2</sup>

Land owned by the Crown or a public authority  *✓*

**Builder: (if known)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**Building practitioners and/or architect**

(a) to be engaged in the building work

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Registration No. \_\_\_\_\_

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Registration No. \_\_\_\_\_

*If a registered domestic builder carrying out domestic building work attach details of the required insurance.*

(b) 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**

- |                                      |                                   |                                      |                                   |
|--------------------------------------|-----------------------------------|--------------------------------------|-----------------------------------|
| Construction of a new building       | <input type="checkbox"/> <i>✓</i> | Alterations to an existing           |                                   |
| Demolition of a building             | <input type="checkbox"/> <i>✓</i> | building                             | <input type="checkbox"/> <i>✓</i> |
| Extension to an existing building    | <input type="checkbox"/> <i>✓</i> | Removal of a building                | <input type="checkbox"/> <i>✓</i> |
| Re-erection of a building            | <input type="checkbox"/> <i>✓</i> | Change of use on an existing         |                                   |
|                                      |                                   | building                             | <input type="checkbox"/> <i>✓</i> |
| Construction of swimming pool or spa | <input type="checkbox"/> <i>✓</i> | Construction of swimming pool or spa | <input type="checkbox"/> <i>✓</i> |
| Other                                | <input type="checkbox"/> <i>✓</i> |                                      |                                   |

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

**\*Owner-builder: (if applicable)**

I intend to carry out the work as an owner-builder. [Yes/No]

**Cost of building work:**

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 and materials) and 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: \_\_\_\_\_ \$: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

\* *Delete if inapplicable*

† *Tick if applicable*

Date.....

**Application Checklist: Class 10 Buildings**

**Shed Garage, carport, Veranda, Swimming pools & Retaining walls**

Information required	Copies
<b>Application Form</b> - Signed and completed to the best of your knowledge, indicate the intended use and class of building.	<b>1</b>
<b>Recent - Certificate of Title &amp; Plan of Subdivision</b> - Refer to <a href="http://www.landata.vic.gov.au">www.landata.vic.gov.au</a> for certificate of title	<b>3</b>
<b>Current planning permit</b> - Issued by the local council, or written documentation indicating that town planning is not required	<b>3</b>
<b>Copies of Site Plan indicating</b> Existing easements Location of existing stormwater & proposed stormwater connection Side and rear setbacks & distance to existing buildings Location of NORTH The position & dimensions of the proposed building and its relationship to, boundaries & existing buildings on the allotment Location and dimensions of car parking spaces for the purpose of Reg 413 Location and dimensions & area of private open spaces for the purpose of Reg 421	<b>3</b>
<b>Elevations/Floor Plans/sections</b> , sizes & location of structural members, to a scale of no less than 1:100	
<b>Water board stamp</b> - Site plan stamped & approved by the local water authority (Central highlands Water, 7 Learmouth Rd Wendouree)	<b>3</b>
<b>Permit to Install/alter Septic Tank</b> - If required, by health surveyor	
<b>Engineers Computations</b> - (slab design, lintel designs, steel columns & beams) if required	<b>3</b>
<b>Certificate of Compliance</b> - Form 1507, for engineering	
<b>Builders Insurance</b> - For work over \$16,000 and the work is being undertaken by a registered builder, OR <b>Owner Builders Certificate of Consent</b> - If the work is over \$16,000 and the work is being carried out by an owner builder. Refer to <a href="http://www.vba.vic.gov.au">www.vba.vic.gov.au</a>	
<b>BAL Report</b> - Refer to <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a> for property report & BAL information, <b>Bushfire attach level</b> to comply with part 3.7.4 of the NCC & AS 3959-2009, If required	<b>3</b>
<b>Property information</b> - Regarding flooding, termites area, bushfire area, subject to snowfalls, & designated land of works	<b>3</b>
<b>Council legal point of stormwater discharge</b>	<b>3</b>
<b>Protection works notices</b> : If building close to a boundary	<b>3</b>
<b>Letter of appointment</b> : In accordance with section 78 of the Building ACT	

Legend: R= Received W= Waiting N/A= Not Applicable ?= Undecided