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**Building Act 1993**  
**Building Regulations 2018**

**APPLICATION FOR A BUILDING PERMIT**

Regulation 24

**TO** Relevant Building Surveyor

**FROM** ☐ Owner ☐ Agent of Owner

Owner\*/Agent of Owner\* .....

*\*Delete if inapplicable*

ACN/ARBN .....

Postal address .....

.....Postcode .....

Email Address: .....

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 [ ]†

*† tick if applicable*

**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 [ ]

Contact person .....Telephone .....

**OWNERSHIP DETAILS** (only if Agent of Owner listed above)

Owner .....

ACN/ARBN .....

Postal address .....

.....Postcode .....

Contact person .....Telephone .....

Email Address: .....

**PROPERTY DETAILS**

Number	Street / Road			City / Suburb / Town			Postcode
Lot/s		LP/PS		Volume		Folio	
Crown allotment			Section		Parish		County
Municipality		Mitchell Shire Council		Allotment area (for new dwellings only)			m <sup>2</sup>
Property No:							

**BUILDER DETAILS** (if applicable)

Company Name .....

ACN/ARBN .....

Contact person ..... Telephone .....

Email Address: .....

Postal address .....

.....Postcode .....

Building Practitioner Registration No: .....

**BUILDING PRACTITIONERS<sup>1</sup> AND/OR ARCHITECT**a) to be engaged in the building work<sup>2</sup>

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<sup>3</sup>

Name	Category/Class	Registration No.

**NATURE OF BUILDING WORK\***

Construction of a 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	[ ]
Construction of swimming pool or spa	[ ]	Construction of swimming pool or spa barrier	[ ]
Re-erection of a building	[ ]	Other (give description)	[ ]

Proposed use of building<sup>4</sup> .....

\*Tick if applicable or give other description

Total floor area of new building work:.....m<sup>2</sup>**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.]

**OWNER BUILDER<sup>5</sup>** (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 \$.....

Does the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the **Building Act 1993** and a class 1, 9 or 10 building?

[Yes/No]

If yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the **Building Act 1993** and the cost of the building work that relates to a class 1, 9 or 10 building:

Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building \$.....

Cost of building work relating to a class 1, 9 or 10 building \$.....

**STAGE OF BUILDING WORK**

If application is to permit a stage of the work:

Extent of stage.....

Value/Cost of work for this stage \$.....

Cost of work for the whole of the building work \$.....

## **OWNERS/AGENT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS**

- a) We, the owners/agent of owners acknowledge that the building application fees paid forming part of this building permit application Form 1 is non-refundable once processed (only inspection fees may be refundable). We have disclosed to Mitchell Shire Council's Building Department and to the Relevant Building Surveyor that the information provided is true and correct in relation to the application form. I/We have not appointed any other Building Surveyor for the nominated building works and that all the building plans & documentation, and of any known site problems, defects, amendments including any future site/allotment changes that will or may occur to the development/building works related to this building application/permit has been disclosed. We will at all times endeavour to notify the Relevant Building Surveyor in writing of all/any variations/changes that will or may occur during the building works related to this building permit.
- b) We, the owners/agent of owners have read and fully acknowledge the conditions of this building application form in relation to our building permit, and hereby discharge Mitchell Shire Council's Building Department and its employees/officers from any and all loss, damages, expenses, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss damage or financial loss **arising from any variations/amendments, changes to the design and documentation relating to this building permit, and any unforeseen, invisible or unknown matters, and actions caused by the owners and agent of owners, body or persons related to the development/building works in relation to this building permit application, during and after completion of works without the authorisation of the Relevant Building Surveyor.**

## **SIGNATURE**

Signature of owner or agent ..... Date .....

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: Include building 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 6½ 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.

**PLEASE NOTE**

1. IF ESTIMATED COST OF BUILDING WORKS EXCEEDS \$20,000  
YOU MAY BE REQUIRED TO OBTAIN AN  
ASSET PROTECTION PERMIT  
FROM COUNCIL'S LOCAL LAWS UNIT.  
PLEASE CONTACT ONE OF OUR OFFICERS ON 5734 6200  
TO DETERMINE IF A PERMIT IS REQUIRED  
OR FOR MORE INFORMATION.

2. AS OF JULY 1<sup>ST</sup> 2019, ALL APPLICANTS ARE REQUIRED TO PAY  
THE BUILDING PERMIT LEVY FEE DIRECTLY TO THE VBA  
(PERMITS OVER \$10,000 COST OF WORKS)

*The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s. Please refer to the Privacy Policy for further information about your rights and Council's obligations.*