



Form 1 – Application for a building permit

Building Act 1993
BUILDING REGULATIONS 2018
Regulation 24

Please complete all fields as an incomplete form may delay obtaining a Building Permit Number from the VBA

Project	
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To (Private Building Surveyor) PLP Building Surveyors & Consultants Pty Ltd
Level 5, 136 Exhibition Street
MELBOURNE VIC 3000

Telephone 9650 7999
Email info@plpaust.com

From			
Owner or Agent of Owner			
ACN/ARBN (If Applicable)			
Postal Address of Applicant		Post Code	
Email			
Address for serving or giving of documents (if different from above)			
Postal Address of Applicant		Post Code	
Contact Person		Telephone	Mobile

Tick here if the applicant is a lessee or licensee of Crown Land to which this application applies.

Lessee Responsible for Building Work

Tick here to 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.

Ownership Details (must complete if applicant is Agent of Owner)

Name of Owner(s)			
ACN/ARBN (If Applicable)			
Postal Address		Post Code	
Contact Person		Telephone	
Email			

Property Details

Address						
Suburb		Post code				
Lot/s		LP/PS		Volume		Folio
Crown Allot		Section		Parish		County
Municipal District						
Land owned by the Crown or a Public Authority:						<input type="checkbox"/> Yes <input type="checkbox"/> No

*must provide either lot number or street number

Ownership Private Local Govt. State Govt.
Tick all applicable Commonwealth Govt. (crown land) Commonwealth Govt. (non crown land)

Builder			
ACN/ARBN (If Applicable)			
Building Practitioner Registration No.			
Name		Telephone	
Postal Address		Post 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 building work and a copy of the certificate of insurance (if applicable).]

Natural Person for Service of Directions, Notices and Orders (if builder is a body corporate) THIS PERSON MUST BE A DIRECTOR LISTED ON THE VBA WEBSITE			
Name		Telephone	
Postal Address		Postcode	

Building Practitioners and/or Architect to be 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]

Category/Class	Registered Practitioner	Registration No.
Architect/Draftsperson		
Engineer (Civil/Structural)		
Engineer (Mechanical)		
Engineer (Electrical)		
Engineer (Fire Safety)		
Quantity Surveyor		
Builder		
Demolisher		
Other		

Nature of Building Work (Tick if applicable or give "other" description)

- | | | |
|--|---|--|
| <input type="checkbox"/> Construction of a new building | <input type="checkbox"/> Re-erection of a building | <input type="checkbox"/> Construction of a pool or spa barrier |
| <input type="checkbox"/> Alterations to an existing building | <input type="checkbox"/> Extension to an existing building | <input type="checkbox"/> Change of use of an existing building |
| <input type="checkbox"/> Demolition of a building | <input type="checkbox"/> Construction of swimming pool or spa | <input type="checkbox"/> Removal of a building |
| <input type="checkbox"/> Other (give description)..... | | |

Proposed Use of Building Tick all applicable

- | | | |
|---|--|--|
| <input type="checkbox"/> Class 1a (a) detached house | <input type="checkbox"/> Class 4 dwelling in a class 5, 6, 7, 8 or 9 building (caretakers unit) | <input type="checkbox"/> Class 8 laboratory, production, assembling, altering, repairing, packing, finishing, or cleaning of goods or produce for sale |
| <input type="checkbox"/> Class 1a (b) attached house/s | <input type="checkbox"/> Class 5 office building used for professional or commercial purposes | <input type="checkbox"/> Class 9a healthcare building including any parts of the building set aside as laboratories |
| <input type="checkbox"/> Class 1b (a) boarding/guest house, hostel | <input type="checkbox"/> Class 6 (1) eating room, café, restaurant, milk or soft-drink bar | <input type="checkbox"/> Class 9b an assembly building including a trade workshop or laboratory in a primary or secondary school |
| <input type="checkbox"/> Class 1b (b) short-term holiday accomm. | <input type="checkbox"/> Class 6 (2) dining room, bar that is not an assembly building, shop | <input type="checkbox"/> Class 9c residential care building |
| <input type="checkbox"/> Class 2 apartment building | <input type="checkbox"/> Class 6 (3) hairdresser's or barber's shop, public laundry, or undertaker | <input type="checkbox"/> Class 10a garage, carport, shed |
| <input type="checkbox"/> Class 3 (1) boarding/guest house, backpacker accommodation | <input type="checkbox"/> Class 6 (4) market or sale room, showroom, or service station | <input type="checkbox"/> Class 10b fence, retaining wall, pool, spa |
| <input type="checkbox"/> Class 3 (2) hotel / motel | <input type="checkbox"/> Class 7a carpark | <input type="checkbox"/> Class 10c private bushfire shelter |
| <input type="checkbox"/> Class 3 (3) residential part of a school | <input type="checkbox"/> Class 7b storage or display of good for sale by wholesale | |
| <input type="checkbox"/> Class 3 (4) accomm. for the aged, children, or people with disability. | | |
| <input type="checkbox"/> Class 3 (5) residential part of a health-care building for members of staff. | | |
| <input type="checkbox"/> Class 3 (6) residential part of a detention centre. | | |
| <input type="checkbox"/> Class 3 (7) residential care building | | |

Social Housing

Does any of the building work include the construction of social housing as referred to in Regulation 281B? 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.]

Owner Builder

I intend to carry out the work as owner-builder (please tick) Yes No

Owner Builder Certificate of Consent No. (if applicable)

Issued by Building Practitioners Board to carry out domestic building work, valued greater than \$12,000

Total Cost of Building Work

Is there a contract for the building work? Yes No

If yes, state the total contract price \$ _____ including GST

If no, state the estimated total cost of the building work \$ _____ including GST

Cost is to include 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 – 8 building \$ _____ including GST

Cost of building work relating to a class 1, 9 or 10 building: \$ _____ including GST

Stage of Building Work

Is application to permit a stage of the works Yes No

If yes, state stage number and extent of stage Stage No. _____

Stage Description _____

Cost of building work relating to a class 2 – 8 building \$ _____ including GST

Cost of building work relating to a class 1, 9 or 10 building: \$ _____ including GST

Nominated Levy Payer

Name:		Telephone:	
Postal Address:		Post Code:	
Email:			

Signature of Applicant

Print Name

Date
