

APPLICATION FOR A BUILDING PERMIT

FORM 1 | REGULATION 24 | BUILDING REGULATIONS 2018 | BUILDING ACT 1993



TO ROBERT J HARTLEY – BS-U 25753

FROM: OWNER / AGENT OF OWNER

Name:

Postal Address of applicant:

Post Code:

Telephone:

Email:

ACN / ABRN:

Address for Servicing or giving of documents:

Post Code:

Indicate if the applicant is a lessee or licensee of Crown Land to which this application applies. (Tick if applicable)

Contact Person:

Telephone:

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. (Tick if applicable)

OWNERSHIP DETAILS (If applicant is agent of owner)

Name of owner(s) [insert full names]:

ACN / ABRN:

Postal Address:

Post Code:

Contact Person:

Telephone:

Email:

PROPERTY DETAILS

Number: Street/Road:

City/Suburb/Town: Post Code:

Lot/s: LP/PS:

Volume: Folio:

Crown Allotment: Section:

Parish: County:

Municipal District: Allotment Area (for new dwellings only): m²

Land owned by the Crown or a public authority. (Tick if applicable)

BUILDER (if known)

Name: Telephone:

Postal Address:

Post Code:

Email:

13 Hutchinson Street, Lilydale VIC 3140

P:(03) 9739 6000 F: (03) 9739 6500 E: enquiries@yarrabsg.com.au W: www.yarrabsg.com.au ABN: 90219125155

BUILDING PRACTITIONERS¹ 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:
Name:	Category/Class	Registration No:
Name:	Category/Class	Registration No:

NATURE OF BUILDING WORK (Tick if applicable)

- Construction of new building
- Extension to an existing building
- Change of use of an existing building
- Removal of a building
- Construction of swimming pool or spa
- Other (give description):
- Alterations to an existing building
- Demolition of a building
- Re-Erection of a building
- Construction of swimming pool or spa barrier

PROPOSED USE OF BUILDING:

OWNER BUILDER⁵

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: \$

I HEREBY ENGAGE ROBERT HARTLEY TRADING AS YARRA BUILDING SURVEYOR GROUP PTY LTD, BUILDING PRACTITIONERS BOARD REGISTRATION NO: BS-U 25753 TO ACT AS THE RELEVANT BUILDING SURVEYOR & I AM AUTHORISED TO DO SO.

SIGNATURE OF APPLICANT: **DATE:**

APPOINTMENT OF BUILDING SURVEYOR



A builder **must not** appoint a private building surveyor on behalf of the owner of land on which domestic building work is to be carried out.

APPOINTMENT OF BUILDING SURVEYOR

Name of Owner:

Address of Building Works:

Description of Building Works:

I **Hereby appoint Robert Hartley** trading as Yarra Building Surveyor Group Pty Ltd of 13 Hutchinson St, Lilydale, AIBS membership number 4129 Building Practitioners Board registration no. BS-U 25753 **to act as the relevant building surveyor** (hereafter referred to as "RBS" pursuant to the provisions of the Building Act 1993 (hereafter referred to as "Act") and Building Regulations 2006 (here after referred to as "Regulations") and shall pay the fees as nominated hereunder for proposed building work as set out on this form. I have not appointed another building surveyor for these works. I make this appointment in my capacity as the owner/agent for this site. I am authorised by the owner of the building or land in writing to make this application on their behalf, pursuant to Section 248 of the Building Act 1993 (for agent of the owner only). This authorisation includes any application, including permit application or appeal referral under the Act.

SIGNATURE OF OWNER:

DATE:

AGENT AUTHORITY (To be completed if the applicant for the building permit is not the owner of the building/land)

I,(Owner of Building/Land), hereby authorise the applicant
.....(Name of Applicant) to act as my agent for the purpose of making any application (including building permit and occupancy permit applications), appeal or referral under the Building Act 1993 in respect of the proposed building work. I have not appointed another building surveyor for these works.

SIGNATURE OF OWNER:

DATE:

SCOPE OF APPOINTMENT - MANDATORY SERVICES OF RELEVANT BUILDING SURVEYOR

- Assess the Building Permit application under the Building Act, Building Regulations and National Construction Code.
- Issue of Building Permit and approved plans.
- Collect and remit the applicable building permit levy to the Victorian Building Authority.
- Conduct mandatory inspections and issue statutory directions as necessary for proper completion of works.
- Issue the applicable occupancy permit or certificate of final inspection.
- Provide copies of all relevant permit documents to the council.

ADDITIONAL FEES – (IF REQUIRED)

A	Further inspections where requested or required	\$ 185.00
B	Council property information request	\$ 165.00
C	Assessment of Protection works and Issue of Protection Works Notices (Form 7 & Form 8)	\$ 685.00
D	Section 29A, Demolitions Report and Consent	\$ 195.00
E	Application for Council report and consent for sitting variations (Rescode)	\$ 450.00 ea
F	Council / Relevant Authority application to build works over easement	\$ 485.00 ea
G	Issuing of Building Notices & Orders if required to ensure compliance with the Building Act & Building Regulations	\$ 900.00 ea
H	Building Permit amendments and variations	\$ 250.00 min fee
I	Applications for Dispensation, Determinations & Performance Assessments	\$ 180.00 per hour
J	Legal letters, letters to authorities and additional necessary correspondence	\$ 100.00 per page

CONDITIONS OF ENGAGEMENT

1. DISBURSEMENTS

- (a) State Government building permit levy as nominated in Clause 2(c) must be paid before a building permit can be issued by the RBS pursuant to Section 201 of the Act.
- (b) Statutory fees incurred by the RBS over and above the sum nominated in Clause 2(d) relating to property information and the like will be charged at cost.

2. PAYMENT

The Building Permit fee is payable prior to consideration of the building permit application. Schedule 2 of the Act requires an application for a building permit to be accompanied by the fee determined by the council in accordance with the Local Government Act or as determined by the relevant private building surveyor.

3. CLIENT AUTHORITY

The Client warrants that the Client is the owner of the land at the project address referred to or that the Client is the duly authorised agent of the said owner. If required by the RBS the Client will produce written authority of the owner of the land to authorise the client to act on behalf of the owner.

4. NO DUAL APPOINTMENTS

It is an offence pursuant to Section 78 of the Act to appoint a person as an RBS if another building surveyor has already been appointed or otherwise authorised for the project. The client therefore warrants that no other building surveyor has been appointed (or has otherwise commenced duties) in relation to the project referred to in this agreement.

5. PLANNING PERMITS

The Client shall be responsible for obtaining (and pay any cost of) planning permits and shall provide a copy of the planning permit and approved planning permit drawings to the RBS. The RBS shall not be required to issue a building permit after being appointed until any required planning permit and approved planning permit drawings are received by the RBS

6. ENTIRE AGREEMENT AND NO REPRESENTATIONS

These terms and conditions constitute the entire agreement between the RBS and the Client and no reliance may be placed by the Client upon any oral discussions or representations made prior to or at the time of signing this agreement. The Client will make no claim or demand in relation to any such representations either at common law or alleged breach of the Trade Practices Act 1974 (Commonwealth) or the Fair Trading Act 1985 (Vic). The RBS is not an estimator or quantity surveyor and is not engaged by the Client to provide costing or estimating services.

7. ADDITIONAL SERVICES

Where the Client requests additional services from the RBS, that are not included in the scope of mandatory services described in this agreement, the RBS shall not be obliged to proceed with such additional work until a request is received from the Client and agreed to by the RBS.

In the event that additional inspections or other work is required by;

- (a) The Client
- (b) The scope of the mandatory services specified in Clause 1 of this agreement and/or
- (c) Act or Regulations require the RBS to proceed with such further work complete the obligations and functions of the RBS, the RBS shall be entitled to deliver an account to the Client for such additional work. The amount of such fees shall be calculated in accordance with this agreement and payment shall be duly made within fourteen (14) days of invoice.

8. CLIENT TO NOTIFY RELEVANT BUILDING SURVEYOR OF OTHER BUILDING PRACTITIONERS

The Client must give written notice to the RBS of each building practitioner engaged by the Client for the building work referred to in this agreement, including details of any building practitioner certificate issued to the building practitioner under Part 11 of the Act. Such notice must be given either upon the appointment of the RBS where the Client has already engaged a building practitioner/s or within fourteen (14) days of the client engaging the building practitioner/s where the building practitioner/s is/are engaged after the appointment of the Relevant Building Surveyor.

9. TERMINATION OF APPOINTMENT

The appointment of the RBS may be terminated by the Client only with the written consent of the Victorian Building Authority or in accordance with Section 80(c) of the Building Act 1993. On such termination the RBS shall be entitled to be paid all fees and disbursements incurred to the date of termination. In the event that the building work nominated in this agreement is terminated before commencement or completion, the Client must notify the Victorian Building Authority by written notice. When this written notice is issued the appointment of the RBS shall be deemed to be terminated. The Client must thereupon pay all fees and disbursements incurred to the date of termination and the RBS shall be entitled to deliver an account for the same. Furthermore the Client must not engage another RBS to complete the functions of the RBS specified in this agreement in respect of the building work without the written consent of the Victorian Building Authority.

10. THE BUILDING PERMIT & THE RBS

The building permit issued will be an assessment of the drawings for compliance with the Building Act and Regulations and not the serviceability, quality or functionality of the work approved by the permit. This appointment of an RBS is limited to ensuring the work carried out complies with the Act and Regulations that are applicable at the time. The RBS is responsible for the carrying out of inspections that will be listed on the Building Permit. The client is responsible for ensuring that the RBS is given adequate notification of inspection and shall ensure that works do not continue beyond any mandatory notification stage until the required inspection is approved.

11. PURPOSE OF INSPECTION

Inspections are carried out are to ensure that the works achieve the minimum requirements of the Act and Regulations. The RBS and any person acting on behalf of the RBS is not a supervisor of the building work. It is the responsibility of the builder to construct the building fully in accordance with the approved permit documents. Any variations to the approved plans must be approved by the RBS prior to construction and any variation that requires further assessment and/or approval will incur a additional fees.

12. BUILDING NOTICES & ORDERS

Building Notices and Orders are formal documents prescribed in the Act for breaches and non-compliance issues that are identified for the purpose of securing compliance with the permit documents and other relevant provisions of the Regulations. Notices and Orders are required to be served as a matter of course for significant areas of non-compliance or where safety is or may be compromised. In the case of routine rectification works, a Direction to Fix may be sent to the owner and/or builder as applicable and in the event of non-response within the prescribed time (eg 7, 14 or 30 days) a Building Notice will be served and further fees will be payable.