

Form 1 – Application for a building permit (Owner Builder)

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)	Codus Pty Ltd Level 5, 136 Exhibition Street MELBOURNE VIC 3000	Telephone	9650 7999
		Email	info@codus.au

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)			
(As listed on title)			
ACN / ABN (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 / ABN (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		
Building Designer (Architectural)		
Building Designer (Interior)		
Building Designer (Services)		
Engineer (Civil/Structural) ¹		
Engineer (Civil/Structural) ¹		
Engineer (Mechanical) ¹		
Engineer (Electrical) ¹		
Engineer (Fire Safety) ¹		
Quantity Surveyor		
Builder		
Demolisher		
Other		

Note 1 Must have building industry endorsement

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"/> Construction of a small second dwellings | <input type="checkbox"/> Other (give description) | |

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.]

NCC Parameters

Storeys Contained	
Rise in Storey	
<i>For projects where Codus have produced a report or compliance tracker this information will be located there. For fitouts and alterations to existing buildings this information relates to the entire building.</i>	

Proposed Use of Building *Tick all applicable*

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

Part A – Owner Builder Total Cost of the Building Work *(All costs specified in an application are to be inclusive of GST)*

I intend to carry out the work as owner-builder (please tick) **Yes** *if no, use other application form.*

Specify the owner-builder certificate of consent number (if applicable) **OB**

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work **A** \$ _____

Part B – Registered Builders Engaged for Part of the Building Work *(All costs specified in an application are to be inclusive of GST)*

Will the owner-builder be engaging one or more builders to carry out part of the building work? Yes No
If yes, complete below.

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) **B** \$ _____

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) **C** \$ _____

Part C – Chattel and Prescribed Excluded Items

Specify the cost of any chattel relating to Part A and/or Part B above **D** \$ _____

Specify the cost of any prescribed excluded item relating to Part A and/or Part B above **E** \$ 0 *currently nothing prescribed in regulations*

Total Cost of the Building Work \$
This is the amount levy will be calculated on **Amount = A + B + C – D – E**

Part D – Total Cost of the Building Work by Classification *(All costs specified in an application are to be inclusive of GST)*

Where the building work relates to both a class 2, 3, 4, 5, 6, 7 or 8 building **and** a class 1, 9 or 10 building. Specify the information below according to the class the building relates to.

	Class of building 2, 3, 4, 5, 6, 7, 8	Class of building 1, 9, 10
Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work	\$ _____	\$ _____
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)	\$ _____	\$ _____
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)	\$ _____	\$ _____
Specify the cost of any chattel under the contract or agreement	\$ _____	\$ _____
Specify the cost of any prescribed excluded item under the contract or agreement	\$ 0 currently nothing prescribed in regulations	\$ 0 currently nothing prescribed in regulations

The totals of each row must equal the amounts shown in the Part A & B above.

Part C – All stages of staged building work *(All costs specified in an application are to be inclusive of GST)*

Does the application relate to a stage of the whole of the building work? Yes No

If yes, specify the stage number extent of the stage Stage No. _____
Stage Description _____

	Class of building 2, 3, 4, 5, 6, 7, 8	Class of building 1, 9, 10
Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work	\$ _____	\$ _____
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), as applicable to this stage.	\$ _____	\$ _____
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), as applicable to this stage.	\$ _____	\$ _____
Specify the cost of any chattel under the contract or agreement, as applicable to this stage.	\$ _____	\$ _____
Specify the cost of any prescribed excluded item under the contract or agreement, as applicable to this stage.	\$ 0 currently nothing prescribed in regulations	\$ 0 currently nothing prescribed in regulations

The total of each row must equal the amount shown in the Part A above.

Nominated Levy Payer

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

Signature of Applicant _____
Print Name _____
Date _____