

## Form 1 – Application for a building permit (Fixed Price & Cost Plus Contracts)

*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](mailto:info@codus.au)

### From

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

☐ 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)

<b>Name of Owner(s)</b> (As listed on title)			
ACN / ABN (If Applicable)			
<b>Postal Address</b>		<b>Post Code</b>	
<b>Contact Person</b>		<b>Telephone</b>	
<b>Email</b>			

### Property Details

<b>Address</b>			
<b>Suburb</b>		<b>Post code</b>	
<b>Lot/s</b>	<b>LP/PS</b>	<b>Volume</b>	<b>Folio</b>
<b>Crown Allot</b>	<b>Section</b>	<b>Parish</b>	<b>County</b>
<b>Municipal District</b>			
<b>Land owned by the Crown or a Public Authority:</b>		<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)

<b>Builder</b>			
ACN / ABN (if Applicable)			
<b>Building Practitioner Registration No.</b>			
<b>Name</b>		<b>Telephone</b>	
<b>Postal Address</b>		<b>Post Code</b>	
<b>Email</b>			

*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).*

<b>Natural Person for Service of Directions, Notices and Orders</b> (if builder is a body corporate) <b>THIS PERSON MUST BE A DIRECTOR LISTED ON THE VBA WEBSITE</b>			
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) <sup>1</sup>		
Engineer (Civil/Structural) <sup>1</sup>		
Engineer (Mechanical) <sup>1</sup>		
Engineer (Electrical) <sup>1</sup>		
Engineer (Fire Safety) <sup>1</sup>		
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	

*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.*

**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 accommodation.	<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)    accommodation 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		

**Owner Builder**            I intend to carry out the work as owner-builder (please tick)            ☒ No            *if yes, use other application form.*

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

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work?            ☐ Yes    ☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement            **A** \$ \_\_\_\_\_

If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement            **B** \$ \_\_\_\_\_

Specify the cost of any chattel under the contract or agreement            **C** \$ \_\_\_\_\_

Specify the cost of any prescribed excluded item under the contract or agreement            **D** \$ 0    currently nothing prescribed in regulations

**Total Cost of the Building Work**    \$ \_\_\_\_\_  
*Amount = A + B – C – D*

**Part B – 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 <b>and</b> 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 contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement	<b>A</b> \$ _____	<b>A</b> \$ _____
Specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement	<b>B</b> \$ _____	<b>B</b> \$ _____
Specify the cost of any chattel under the contract or agreement	<b>C</b> \$ _____	<b>C</b> \$ _____
Specify the cost of any prescribed excluded item under the contract or agreement	<b>D</b> \$ 0    currently nothing prescribed in regulations	<b>D</b> \$ 0    currently nothing prescribed in regulations
<b>Total Cost of the Building Work</b>	\$ _____	\$ _____
<i>These amounts will form the basis of levy calculations</i>	<i>Amount = A + B – C – D</i>	<i>Amount = A + B – C – D</i>

**The totals of each row must equal the amount shown in the Part A 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 contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement, as applicable to this stage.	<b>A</b> \$ _____	<b>A</b> \$ _____
Specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement, as applicable to this stage.	<b>B</b> \$ _____	<b>B</b> \$ _____
Specify the cost of any chattel under the contract or agreement , as applicable to this stage.	<b>C</b> \$ _____	<b>C</b> \$ _____
Specify the cost of any prescribed excluded item under the contract or agreement , as applicable to this stage.	<b>D</b> \$ 0 currently nothing prescribed in regulations	<b>D</b> \$ 0 currently nothing prescribed in regulations
<b>Total Cost of the Building Work</b>	<b>\$</b> _____	<b>\$</b> _____
<i>These amounts will form the basis of levy calculations for staged permits</i>	<i>Amount = A + B – C – D</i>	<i>Amount = A + B – C – D</i>

Nominated Levy Payer

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

Signature of Applicant \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_