

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) 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)			
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:						☐ Yes	☐ No

**must provide either lot number or street number*

Ownership

☐ Private

☐ Local Govt.

☐ State Govt.

Tick all applicable land)

☐ Commonwealth Govt. (crown land)

☐ Commonwealth Govt. (non-crown

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/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)*

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

Proposed Use of Building *Tick all applicable*

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