

APPLICATION CHECKLIST – Dwelling Extension/Alterations

Building Act 1993, Building Regulations 2018

Drawings, Documents, other Permits and requirements for building approval and terms of appointment	Supplied	Not Supplied	Not Applicable
Application for Building Permit Form and Appointment letter / Consent to Act Form			
Current Certificate of Title, Plan of Subdivision (including allotment plans)* printed within the last 60 days.			
Report & Consent documents from Council (where applicable)			
Planning Permit copies from Council (where applicable)			
Site Plan showing all relevant information including allotment dimensions, levels, easements, building setbacks, storm water and agricultural drainage system layouts and point of discharge, site cuts and retention systems, details of building on adjoining allotments etc. Minimum scale 1:500			
Fully dimensioned Architectural Plans and Elevations showing floor levels, dimensions, heights, construction details, sectional elevations, light & ventilation analysis, sanitary facilities, etc. Including analysis for determining Part 4 matters such as setbacks, site coverage, building heights and siting, car parking, overlooking and overshadowing, termite barrier system specifications, BAL assessment report, etc. Minimum scale 1:100			
Engineering Designs, geotechnical reports, structural designs, drawings, details, computations, footing systems, retention systems, drainage system, tanking systems.			
Energy Rating reports and stamped plans or Regulation 233 Energy Dispensation (For all new dwellings and dwelling additions and alterations. 6-Star report. Solar HWS or 2000lt Rain water Tank for toilet flushing is required for all new dwellings)			
Certificate of Compliance (from all design engineers)			
Domestic Builders Insurance Certificate where the cost exceeds \$16,000 (not applicable to owner builders) OR Owners Builders Certificate of consent where the cost exceeds \$16,000 (if applicable)			

Building Specifications for the building works including materials, framing schedule, door & window schedule Etc.			
Protection Works Notice (Forms 3 & 4) (where required)			
Septic Tank Permit from Council Health department. (if no sewer is available)			
Fees (to be paid prior to a Building Permit Cash, Cheque or Direct Deposit			

No Works are to commence on the allotment prior to the issue of a Building Permit.

Building applications can be personally lodged between 9.00am – 5.00pm weekdays

We are happy to discuss your projects and any other requirements at a preliminary design stage. Feel free to ring us on 1300 380 708 or call into our office.

Stephen Bond
Director/Building Surveyor
BS-L 36361

FORM 1

Regulation 24
 Building Act 1993
 Building Regulation 2018

APPLICATION FOR A BUILDING PERMIT

To: B4UBuild Building Consultants

From:

Owner/Agent of Owner:

Postal Address: Postcode:

Contact Person: Ph:

Email: ACN/ARBN:.....

Address for serving of Notices: (if different from the above)

Indicate if the applicant is a lessee or licensee of Crown land which this application applies to Yes No

Contact Person: Ph:

Lessee Responsible for Building Works

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 the lessee

Ownership Details (only if agent of owner listed above)

Name:

Postal Address: Postcode:

Contact Person: Ph:

Email: ACN/ARBN:.....

Property Details

Number		Street / Road		City / Suburb / Town			Postcode
Lot/s	LP/PS	Volume	Folio	Crown Allotment	Section	Parish	County
Municipality		Allotment Area (for new dwelling)			m ²		

Land owned by the crown or a public authority Yes No

Owner Builder

I intend to carry out the work as an owner builder Yes No (Please provide builder details below)

Owner builder certificate of consent number (if applicable).....

Social housing

Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018? 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.]

Emergency recovery

Does any of the building work include the construction of a dwelling that was destroyed or damaged in an emergency referred to in regulation 166J(b) of the Building Regulations 2018? Yes No

[Indicate Yes if the building work, which is the subject of this application, includes the construction or repair of a dwelling within the same municipal district as the destroyed or damaged residential dwelling.]

Nature of Building Work

What type of structure are you building / Proposed Use of Building: _____

Tick if applicable or give other description

Construction of a new building		Demolition of a building	
Alterations to an existing building		Removal of a building	
Extension to an existing building		Re-erection of a building	
Construction of a swimming pool / Spa		Change of use of existing building	
Construction of a swimming pool / Spa barrier		Other	

Note

Under the **Building Act 1993 swimming pool** is defined to include a spa

Builders Details (if known)

Name		Registration No.	
Company Name		Company Registration No.	
Address		Phone No.	
Email Address		ACN/ARBN	

Natural person for service of directions, notices and orders (if builder is a body corporate)

Name		Phone No.	
Postal Address		Postcode	

Building Practitioners and Architect engaged to prepare documents in the building work.

Practitioners Name	Category & Class	Registration No.

Cost of Building Work

Is there a contract for the building work?

Yes		Contract Price (Please supply a copy of the contract / quote)	\$	
No		Estimated cost of the works (including the cost of labour and materials) and attach details of the method of estimation.	Erection	\$
			Concrete Slab / Footings	\$
			Structural Kit / Project	\$

	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, 3, 4, 5, 6, 7 or 8 building	\$
		Cost of building work relating to a class 1, 9 or 10 building	\$

Stage Building Permits Only – Stage of Building Work (The application form is required to be completed for each stage)

Is this permit to be issued over stages: Yes No

If yes please tick what stage this application is for and supply the cost of works for the project and stage:

Slab Stage Lock Up Completion

Cost of Works for the entire project: \$ _____ Cost of Works for this stage only: \$ _____

I can confirm that a building permit application for the proposed building work has not been lodged with another building surveyor.

Signature of Owner or AgentDate

Appointment of Building Surveyor by the Owner:

Please complete and signed the statement below so that we can issue your Building Permit, carry out our inspections and issue an Occupancy Permit or Certificate of Final for your building project. We will also provide Council with a copy of the Building Permit, approved plans and required documents for their records.

I, _____ (Name of owner), appoint B4U Build Building Consultants as the relevant building surveyor pursuant to section 78 of the Building Act 1993 for the purpose of issuing a building permit, carry out building inspections and issuing an Occupancy Permit or Certificate of Final Inspection for the proposed building work at the above site address.

Signature of Owner: _____ Date: _____

Authorisation to Act as an Agent of the Owner:

Please complete and sign the statement below which will allow your nominated agent to submit an application for a Building Permit on your behalf. We will provide your agent with a copy of the Building Permit to allow you to begin construction and a copy of the Occupancy Permit or Certificate of Final upon completion of the building work.

I, _____ (Name of owner),

authorise _____ (Name of builder / agent)

to act as my agent pursuant to section 240 of the Building Act 1993 for the purpose of submitting an application for a Building Permit and/or Occupancy Permit to the relevant building surveyor for the proposed building work at the above site address.

Signature of Owner: _____ Date: _____

The client or applicant shall appoint Stephen Bond BS-L 36361 of B4U Build Building Consultants as the RBS for the building work upon signing this document. For all conditions of the appointment, please refer to our terms of engagement on our website.