B4U BUILD
BUILDING CONSULTANTS
BUILDING PERMITS & REPORTS

Unit 4/5 Rocla Road, Traralgon
14A Wade Court, Sale
P.O Box 1781, Traralgon 3844,
Email: admin@b4ubuild.net.au
Phone: 1300 380 708

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)			

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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

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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.]

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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.

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Cost of Building Work (CoW)

(All costs stated below must be inclusive of GST.)

APPLICATION MADE BY PERSON OTHER THAN AN OWNER-BUILDER

Part A — Contract & Cost-Plus Contracts

1. Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out the building work?

□ Yes □ No

If **Yes**, specify the contract price or agreed amount to be paid to the builder (including labour and materials): $_____

If **No**, answer the following:

2. Is there a cost-plus contract or agreement with a builder for carrying out the building work?

□ Yes □ No

If **Yes**, specify the builder's estimate of the total amount the builder will receive or is likely to receive (including labour and materials): $_____

3. Specify the cost of any chattel under the contract or agreement:

$_____

4. Specify the cost of any prescribed excluded item under the contract or agreement:

$_____

Part B — Mixed Building Classes (if applicable)

Specify the class or classes of building to which the building work relates: _____

Does the building work relate to both:

(i) Class 2, 3, 4, 5, 6, 7 or 8 building(s); and

(ii) Class 1, 9 or 10 building(s)?

□ Yes □ No

If **Yes**, specify all information required under **Part A** (and **Part C**, if staged) for each building class grouping.

Part C — Staged Building Work (All Stages)

1. Does the application relate to a stage of the whole of the building work?

□ Yes □ No

If **Yes**, specify the extent of the stage:

□ Slab Stage □ Lock-Up Stage □ Completion Stage

or

_____ (describe)

2. Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work (all stages)?

□ Yes □ No

If **Yes**, specify the contract price or agreed amount (labour + materials):

$_____

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If **No**, answer the following:

3. Is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work (all stages)?

□ Yes □ No

If **Yes**, specify the builder's estimate of the total amount the builder will receive or is likely to receive:

$_____

4. Specify the cost of any chattel under the contract or agreement:

$_____

5. Specify the cost of any prescribed excluded item under the contract or agreement:

$_____

APPLICATION MADE BY AN OWNER-BUILDER

Part A — Owner-Builder Carrying Out Building Work

I intend to carry out the building work as an owner-builder:

□ Yes □ No

Owner-builder consent number (if applicable):

Specify the owner-builder's estimated cost (labour + materials):

$_____

Part B — Owner-Builder Engaging Builders or Subcontractors

Will the owner-builder be engaging one or more builders to carry out part of the building work?

□ Yes □ No

If **Yes**, specify whichever applies:

(i) **Contracts (not cost-plus)** — contract price or agreed amount to be paid to each builder (labour + materials):

$_____

(ii) **Cost-plus** — builder's estimated amount that each builder will receive or is likely to receive (labour + materials):

$_____

Part C — Chattels & Excluded Items

Specify the cost of any chattel relating to Part A and/or Part B:

$_____

Specify the cost of any prescribed excluded item relating to Part A and/or Part B:

$_____

Part D — Staged Building Work by Owner-Builder (All Stages)

1. Does the application relate to a stage of the whole of the building work?

□ Yes □ No

If **Yes**, specify the extent of the stage: _____

2. Owner-builder estimated total cost (labour + materials) for all stages:

$_____

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3. Cost of any chattel for work carried out by the owner-builder:

$_____

4. Cost of any prescribed excluded item for work carried out by the owner-builder:

$_____

5. Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for part of the whole building work?

□ Yes □ No

If **Yes**, specify the contract price or agreed amount (labour + materials):

$_____

If No, answer:

6. Is there a cost-plus contract or agreement with a builder for part of the whole building work?

□ Yes □ No

If **Yes**, specify the builder's estimated total amount (labour + materials):

$_____

7. Cost of any chattel under the above contract or agreement:

$_____

8. Cost of any prescribed excluded item under the above contract or agreement:

$_____

Part E — Mixed Classes (Owner-Builder)

Specify the class(es) of building to which the building work relates:

Does the work relate to both:

(i) Class 2, 3, 4, 5, 6, 7 or 8; **and**

(ii) Class 1, 9 or 10?

□ Yes □ No

If **Yes**, provide the information required under:

- Part A and/or Part B;
- Part C; and
- Part D

for each relevant building class grouping.

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 Agent ……..……Date ……..……..……

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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: _____