



**Building Permit
Application**
Building Act 1993
Building Regulations 2018
Form 1- Regulation 24

Form current 1 July 2021

Land & Title Details

Address of the land you want the permit for. Please be specific and ensure a full copy of title has been attached.

Street No:	Street Name:
Suburb:	Postcode:
Lot:	LP/PS/TP No:

OR

Crown Allotment:	Section:
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Nature of work

Please place a tick in the relevant box applicable

- | | |
|---|--|
| <input type="checkbox"/> Construction of a new building | <input type="checkbox"/> Alterations to an existing building |
| <input type="checkbox"/> Demolition of a building | <input type="checkbox"/> Removal of a building |
| <input type="checkbox"/> Extension to an existing building | <input type="checkbox"/> Change of use of an existing building |
| <input type="checkbox"/> Re-erection of a building | |
| <input type="checkbox"/> Construction of swimming pool or spa | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Construction of swimming pool or spa barrier | |

Please note, the use of a building may also be subject to additional requirements under other legislation such as the **Liquor Control Reform Act 1988** and **The Dangerous Goods Act 1985**

Proposed use of building: _____

Area of Existing Building: _____

Area of New Building: _____

Applicant Details

Provide details of applicant

The person we should communicate with in relation to this application.

Owner/Agent of owner:
Organisation/ACN/ARBN (if applicable):
Postal Address of applicant:
Email:
Address for serving or giving of documents:
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies: (tick if applicable)
Contact Phone:

Owner Details

If different from Applicant

Same as Applicant, (if not, complete details below)

Name of owners(s):
Organisation/ACN/ARBN (if applicable):
Postal Address:
Contact Phone:
Contact Email:

Builder Details

If an owner builder, there are restrictions on the sale of property that apply under section 137B of the building Act 1993. Section 137B also prohibits an owner builder of domestic building work from selling a building on which domestic building work has been carried out within 6 1/2 years from the completion of the relevant building work, unless they have satisfied certain requirements, including obtaining compulsory insurance. The Building Commission maintains a current list of domestic insurance providers.

I intend to carry out the works as an owner/builder. (If not, please complete details below)

Name:
Organisation (if applicable)
Postal Address:
Contact Phone:
Contact Email:

Building Practitioners

Please provide details of the person/s or organisation/s who are **engaged to do the building works** i.e. Those with continuing involvement in the building works.

Name:
Category:
Registration No:

Building Practitioners/ Architects

Please provide details of the person/s or organization **who were engaged to prepare documents submitted** with this application. I.e. those with no further involvement in the building work

Name:
Category:
Registration No:

Name:
Category:
Registration No:

Name:
Category:
Registration No:

Cost of building works

Is there a contract for the building works? YES / NO

If **yes**, please state the contract price \$ _____

If **no**, please state the estimate cost of building works (including the cost of labour and materials) and attach details of method of estimation \$ _____

Stage of building work (If applicable)

Extent of Stage: _____

Cost of work for this stage: \$ _____

It is a regulatory requirement that the estimated cost of construction be justified if no contract has been entered into. This cost of works is to include labour as if the project was constructed under contract.

Several recognised organisations produce costing guides and this is an accepted measure for the estimations within the building industry. Cost estimations can be made of a square metre basis and vary (depending on the quality of the finish) between \$1600 and \$3000 per square metre for a house.

Council will not accept a lesser amount unless a detailed estimate is supplied and verified with copies of all quotations for all works required. **Area of building (m2) x Cost per metre = Total \$**

I/we hereby undertake that the building work will be carried out in conformity with the requirement of the Building Regulations 2018.

Signature of owner/applicant: _____ **Date:** _____

Fee information:

Victorian Building Authority (VBA) Levy applicable to your application will be invoiced directly to the nominated payer by the VBA. The Levy must be paid in full for us to issue a permit.

Nominated payer (please indicate)	<input type="checkbox"/> Applicant	<input type="checkbox"/> Owner	<input type="checkbox"/> Builder
Permit Fee for this application \$	Lodgement fee \$ 123.70	Total to pay Council (permit fee + lodgement fee) \$	

Lodging your application:

Email
building@murrindindi.vic.gov.au

Post:
Po Box 138 Alexandra Vic 3714

In Person:

Alexandra 28 Perkins Street	Kinglake 9 Whittlesea-Kinglake Road	Yea 15 The Semi Circle	Mobile Library & Customer Service
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If you require any assistance completing this form please contact Council on (03) 5772 0333 or via email at customer@murrindindi.vic.gov.au

Building permit application checklist

We recommend that you discuss your proposed building application with our Planning team prior to lodgement to determine whether a planning permit is also required for your works.

If a planning permit is required, our staff will assist you with the process. If you have a planning permit please supply a copy of the plan endorsed by the planning department.

If you require further information or assistance, please call us on (03) 5772 0333.

To enable your building application to be processed as quickly as possible the following information is required:

For all Building permit applications:

All applications can be lodged electronically via email.

A completed Building Application Form (signed and dated) plus applicable fees paid.

One copy of plans (to scale) showing:

- the plan at each floor level
- elevations
- sections
- the sizes, stress grades and locations of structural members

A site plan (to scale) showing:

- boundaries and dimensions of the property
- easements (if any)
- distance to the nearest street
- position of any existing buildings
- position of the proposed building
- distance of the proposed building to the allotment boundaries

One (1) current copy of Title (including plan of subdivision / title plan)

Copies of title documents can be obtained from Land Registry:

Level 10, 570 Bourke Street, Melbourne; 03 8636 2010;

www.landata.vic.gov.au – go direct to “titles & property certificates”.

Engineer’s computations and the Engineer’s *Certificate of Compliance* for the design.

If you choose to enter into a contract with a **registered builder** for your domestic works (other than farm sheds) then please supply:

Builder’s name and registration number

copy of Builder’s Warranty Insurance is also required for works over \$16,000

If you choose the option of **owner builder** for domestic works over \$16,000 (other than farm sheds) then please supply:

Certificate of Consent from the Building Practitioner’s Board (must be original copy)

Contact 1300 360 320 or www.vba.vic.gov.au to obtain an application booklet.

In addition to the above information, the following is also required depending on the type of works you are doing:

Building on vacant land:

Attach a completed application form for *Stormwater Discharge Point* along with applicable fees
If you are building a shed on vacant land, attach a completed *Variation to Rescode Standard – Regulation 87*; covering letter supporting your application and applicable fees.

Building a new dwelling:

Soil report recommending foundation depth/design
6-star energy rating report and stamped plan
Copy of Bushfire Attack Level (BAL) assessment
Ensure that the construction details for your BAL are shown on all plans

It is recommended that you contact the Building Technical Officer on 03 5772 0333 during business hours to discuss whether a Septic Tank permit is required for your works. If this permit is required, please supply:

A copy of the Septic Tank permit

Relocated Dwellings:

Description of the building being transported
Copy of the transporting company's insurance policy
A bank guarantee or bond. This amount is the lesser of:

- o The estimated cost to carry work involved to get the dwelling to a stage where an Occupancy Permit can be issued, or;
- o \$5,000.00

Soil report recommending foundation depth/design
Structural report on the dwelling (depicting whether or not the dwelling is suitable for relocation)
Planning Permit application and applicable fees
Septic Tank Permit application and applicable fees

Demolition Work:

All demolition work must be undertaken by a registered demolisher. Please contact the Building Department for information required to accompany a permit to demolish.

Asset Protection:

An asset Protection Permit is required prior to commencement of building works. Please contact the Community Assets department on 03 5772 0333 or visit the link below.

<https://www.murrindindi.vic.gov.au/Your-Property/Planning-and-Building/Building-and-Construction/Asset-Protection-Permit>

Building Permit Number (BPN)

A new system has come into effect from 1 July 2019 that requires Council to apply to the VBA for a Building Permit Number on all building applications. The VBA will now calculate the Levy and invoice the applicant directly. The VBA cannot provide Council with a Building Permit Number until it receives the Levy payment from the applicant. Council cannot proceed with the Building Application until the BPN has been issued.

The VBA levy is calculated on 0.128 cents in every dollar of the cost of works. For example if the cost of works is \$100,000 the VBA levy is \$128.00

Payment

Payment can be made over the phone or in person at any Murrindindi Shire Council office.

Any payments via VISA or MasterCard requires a 0.75% merchant fee. If the Building Permit Application fee is not paid at lodgement, an administration officer will call you for payment over the phone once the application has been registered in the system.

For further advice, including appointments and inspections contact the Building Department on: (03) 5772 0333.