

**Form 1**

**BUILDING ACT 1993  
BUILDING REGULATIONS 2018  
Regulation 24  
APPLICATION FOR BUILDING PERMIT**



To: Municipal Building Surveyor, Moira Shire Council

**Applicant:**

Owner/Agent of Owner: ..... ACN/ ARBN: .....

Postal Address: ..... Postcode: .....

Telephone: ..... Mobile: .....

Email Address (mandatory): .....

Address for serving documents (No PO Box) ..... Postcode: .....

Contact Name: .....

**NB: Invoice will be e-mailed from the VBA to pay Government Levy.**

Lessee responsible for building work

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  (tick if applicable)

**Ownership Details** (Please list **all** owners of the property below)

Owner: ..... ACN/ ARBN: .....

Postal Address: ..... Postcode: .....

Telephone: ..... Mobile: .....

Email Address: .....

**Property Details:**

Number: .....Street: .....Suburb: ..... Postcode: .....

Lot/s No: .....LP/PS: .....Volume: ..... Folio: .....

Crown Allotment: .....Section: ..... Parish: ..... County: .....

Municipal District (Council): ..... Allotment area: .....m<sup>2</sup>

Land owned by the Crown or a public authority: Yes  No

**Builder**

Name: ..... ACN/ ARBN: .....

Building practitioner registration no.: .....

Postal Address: ..... Postcode: .....

Telephone: ..... Mobile: .....

Email Address: .....

*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 insurance if applicable.*

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

Name: .....

Postal Address: ..... Postcode: .....

Telephone: ..... Mobile: .....

**Building practitioner or architect engaged to prepare documents for this permit**

Name: ..... Category/Class: ..... Registration No: .....

Name: ..... Category/Class: ..... Registration No: .....

**Nature of Building Work:** (Tick if applicable or give other description)

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

**Proposed use of Building** ..... (e.g. Dwelling) **Proposed Floor Area** .....

**Owner Builder** (if applicable)

I intend to carry out the work as an owner builder:      Yes          No   

Owner builder certificate of consent no. (if applicable): .....

**Cost of Building Work**

Is there a contract for the building work?      Yes          No   

If yes, state the total contract price      \$.....

If no, state the estimated cost of the building work  
(including the cost of labour and materials) and attach  
details of the method of estimation      \$.....

**Stage of Building Work**

If application is to permit a stage of the building work:

Extent of stage: .....

Value of building work for this stage      \$.....

**Notices/Orders:** Is the work detailed in this application subject to or associated with any Building Notice, Building Order or other compliance matter?

Yes            No            Details: .....

**Confirmation of Appointment**

By signing this application form I confirm that I appoint the Municipal Building Surveyor or his delegates of the Moira Shire Council to act as the relevant Building Surveyor for the proposed works documented on the attached drawings and documentation. I also confirm that to my knowledge no other Building Surveyor has been appointed to act with regard to this project. If not the owner of this subject property, I confirm that I am authorised in writing by the owner to act as their agent for the purposes of obtaining a Building Permit in accordance with Section 248 of the Building Act 1993.

**Signature of Applicant**

.....Date:.....

**Office Use Only**

**Building Fee**      \$ \_\_\_\_\_

**GST (10% of Building Fee)**      \$ \_\_\_\_\_

**Lodgement Fee**      \$ \_\_\_\_\_

**Report & Consent**      \$ \_\_\_\_\_

**Point of Discharge**      \$ \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

**Receipt No.**      \_\_\_\_\_

**Please Note:** Any variation from the current Municipal Building Surveyor and reasons noted below.

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*"Personal and or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".*