

# APPLICATION FOR A BUILDING PERMIT

Form 1 - Regulation 24  
Building Act 1993 - Building Regulations 2018



Fields marked with an asterisk (\*) delete if inapplicable  
Field marked with a box  tick if applicable

To Municipal Building Surveyor, Moira Shire Council

## From

*Owner / *Agent of Owner			
*ACN / *ARBN			
Postal Address of Applicant			
City/Suburb/Town		Post Code	
Email (mandatory)			
Address for serving or giving of documents - (not PO Box)		Postcode	
Contact Person		Contact Number	
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## Lessee Responsible for Building Work

Indicate if lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building lease by the lessee	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Ownership Details (if applicant is agent of owner)

*Name of Owners(s) [insert full name(s)]			
*ACN / *ARBN			
Postal Address			
City/Suburb/Town		Post Code	
Contact Person		Contact Number	
Email (mandatory)			

## Property Details

Number		Street/Road					
City/Suburb/Town					Postcode		
Lot/s		LP/PS		Volume		Folio	
Crown Allotment		Section		Parish			
County				Municipal District	<b>MOIRA SHIRE COUNCIL</b>		

Allotment area m <sup>2</sup> (for new dwellings only)			
Land Owned by the Crown or a public authority	<input type="checkbox"/> Yes <input type="checkbox"/> No		



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## Builder

Name		*ACN / *ARBN	
Contact Number		Building Practitioner Registration Number	
Postal Address			Postcode

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 Direction, Notices and Orders (if builder is a body corporate)

Name			
Contact Number			
Postal Address			Postcode

## Building Practitioners or Architect Engaged to Prepare Documents for this Permit

(List any building practitioners or architects engaged to prepare documents forming part of the application 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"/>	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 barrier	<input type="checkbox"/>
Construction of swimming pool or spa	<input type="checkbox"/>	Construction of a small second dwelling	<input type="checkbox"/>
<input type="checkbox"/> Other [give description]			
Proposed Use of Building			

Note – Under the **Building Act 1993 Swimming Pool** is defined to include a spa.

## 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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[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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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[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.]

## \* Owner-Builder

I intend to carry out the work as an owner-builder:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Owner builder certificate of consent number (if applicable):	

## Cost of Building Work

Is there a contract for the building work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , state the contract price	\$
If <b>no</b> , state the estimated cost of the building work ( <b>including the cost of labour and materials</b> ) 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 <b>Building Act 1993</b> and a Class 1, 9 or 10 building?  If <b>YES</b> , provide the cost of the building work that relates to the class or classes referred to in Section 205G(2A) of the <b>Building Act 1993</b> and the cost of the building work that relates to a Class 1, 9 or 10 building	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 of Building Work

If application is to permit a stage of the work –

Extent of stage [give description]	
Cost of work for this stage	\$
Cost of work for the whole of the building work	\$

Applicant's Signature

Date

\_\_\_\_\_

**Collection Statement:** Moira Shire Council is collecting personal information for your Building Permit application as required under the Building Act 1993 and Building Regulations 2018, which Council has a responsibility to administer. The information collected will be used for the purpose of your Building Permit application and/or a directly related purpose. Information may be disclosed to the Victorian Building Authority (VBA) or if required or authorised by law. If you do not provide the information required, Council will not be able to process your application.

You can find out more about how we use and protect your information by viewing our Privacy Statement on our website [www.moirá.vic.gov.au](http://www.moirá.vic.gov.au).

Moirá Shire Council  
ABN: 20 538 141 700  
Post: PO Box 578, Cobram, Vic 3643

Cobram Administration Centre:  
44 Station Street, Cobram  
Yarrowonga Service Centre:  
100 Belmore Street, Yarrowonga

Phone: 03 5871 9222  
Fax: 03 5872 1567  
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[moira.vic.gov.au](http://moira.vic.gov.au)



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### Building Practitioner means -

- a) a building surveyor; or
- b) a building inspector; or
- c) a quantity surveyor; or
- d) a building consultant; or
- e) a building designer; or
- f) a builder including a domestic builder; or
- g) a person who erects or supervises the erection of prescribed temporary structures; or
- (ga) a site supervisor; or
- h) a project manager –  
  
but does not include –
- i) an architect; or
- j) a person (other than a domestic builder) who does not carry on the business of building; or
- k) an endorsed building engineer;

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Building Application and supporting documentation can be submitted via:

**EMAIL -** [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)  
**IN PERSON -** at Council Offices in Cobram and Yarrawonga  
**MAIL -** PO Box 578 Cobram VIC 3643  
44 Station Street Cobram VIC 3644

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### NOTE: Payment of Building Permit Levy and Building Permit Number

The Building Permit Levy are funds collected by the Victorian Building Authority (VBA). Payment of the levy is the responsibility of the applicant upon request for the building permit number. The applicant will be emailed directly by the VBA for payment of the levy, to the nominated applicant. A Building Permit Number will not be given until the levy has been paid.

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