



Building Permit Application Kit





City of Port Phillip

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St Kilda VIC 3182

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What Do I Need for a Building Permit?

An application for a building permit must contain sufficient information to show that the proposed building work will comply with the Act and Regulations.

Checklist for a Building Permit	
1. Complete and return applications forms, including:	
<ul style="list-style-type: none"> a. Building Permit Application (see page 6); b. Agent Authorisation (see page 9)—if applicable; and c. Appointment Declaration (see page 10). 	
2. A recent copy of Title (within 3 months), including: Certificate, Title Plan, Plan of Subdivision, Covenant/s, Section 173 Agreements, etc.	
3. Builder's details and documents, including:	
<ul style="list-style-type: none"> a. Name and registration details (e.g., John Citizen, DB-U 12345); b. Major Domestic Building Contract (where required); and c. Home Owners Warranty Insurance (where required). 	
4. Where a registered builder is not engaged, provide a copy of Owner-builder Certificate of Consent (where cost of works exceed \$16,000) and costing schedule to verify Cost of Works. Certificate of Consent is obtained from the Victorian Building Authority (VBA).	
5. Town Planning Approval (where required), including:	
<ul style="list-style-type: none"> a. Planning Permit; b. Endorsed Planning Drawings; and c. Other documents satisfying conditions required prior to construction. 	
6. Regulation 51(1) Council Property Information Certificate to determine if a land is subject to attack by termites and/or prone to flooding.	
7. Payment of required Building Permit Fees (card payment fee applies). For current fee details, visit http://www.portphillip.vic.gov.au/card-fees .	
Construction of a New Building or Alterations to an Existing Building	
8. Architectural documentation, including:	
<ul style="list-style-type: none"> a. Drawings showing the plan at each floor level, elevations, sections, dimensions and the sizes building elements to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or to other approved scales; and b. Further to the above, a site plan to a scale of not less than 1:500 or other approved scales, showing the matters set out; and c. Specifications and Schedules (where not included on drawings) describing materials and methods to be used in the construction or alteration. 	
9. Structural and civil engineering documentation, including:	
<ul style="list-style-type: none"> a. Drawings showing the plan at each floor level, elevations, sections, dimensions and the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or to other approved scales; 	

<ul style="list-style-type: none"> b. Computations and/or reports necessary to demonstrate that the building and building work will comply with the Act and these Regulations; c. The location of the Council approved stormwater Legal Point of Discharge and the layout of drains to the point of discharge on the allotment; and d. Regulation 126 Certificate of Compliance for Proposed Building Work.
<p>10. Land Feature Survey Plan of existing site conditions prepared by a licensed surveyor, including the following details:</p> <ul style="list-style-type: none"> a. A scale plan not less than 1:500 or other approved scales, showing the matters set out; b. The boundaries and dimensions of the allotment and any easements that are relevant to the proposed building work; c. The distance to the nearest intersecting street; d. The position and dimensions of the proposed building and its relationship to– the boundaries of the allotment, any existing building on the allotment, and any part of a building or land on an adjoining allotment; e. The levels of the allotment, floors of the building, street drainage channel and stormwater drain; and f. The layout of drains to the point of discharge on the allotment.
<p>11. Title Re-establishment Survey—where works are within close proximity to an allotment boundary.</p>
<p>12. Energy Report (i.e., NatHERS report, DtS report, etc.).</p>
<p>Additional Information to Accompany Application for Permit</p>
<p>The following information may also be required for submission with or during your application for a building permit – we will advise you if this information is required:</p> <ul style="list-style-type: none"> 13. Protection of adjoining property pursuant to Part 7 of the Building Regulations 2018 may be required before and during building work. 14. Council report and consent for the protection of the public pursuant to Regulation 116 of the Building Regulations 2018 may be required during the building works. 15. Council report and consent for matters relating to Siting pursuant to Part 5 of the Building Regulations 2018. 16. Council report and consent for matters relating to Projections beyond the street alignment pursuant to Part 6 of the Building Regulations 2018. 17. Owner’s Corporation consent for the proposed works.

NOTE: The above information is a guide only. Additional information may be required to be submitted in order for a complete assessment to be undertaken depending on the nature, size and/or complexity of the building work. It may not be possible at the time of the application to determine if an item listed above is relevant to your application i.e., Planning Permit, Report and Consent, Protection of adjoining property, etc. Should you have any queries or wish to discuss your application in person please do not hesitate to contact the Building Department on 9209 6253 to make an appointment.

Building Permit Application

FORM 1

Building Act 1993
Building Regulations 2018
Regulation 24

APPLICATION FOR A BUILDING PERMIT

Internal Use Only			
Project Code		Debtor Account ID	
To			
Relevant Building Surveyor	Bill Yannelis (BS-U 20613)		
Address	99a Carlisle Street, St Kilda VIC	Postcode	3182
Telephone	(03) 9209 6253		
Email	buildingpermit@portphillip.vic.gov.au		
From			
Owner/Agent of Owner			
ACN/ARBN			
Postal Address		Postcode	
Contact Person			
Telephone			
Email			
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies	YES	NO	
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	YES	NO	
Ownership Details (if applicant is agent of owner)			
Name of Owner(s)			
ACN/ARBN			
Postal Address		Postcode	
Contact Person			
Telephone			
Email			

Property Details							
Project Description							
Address							
Lot/s		LP/PS		Volume		Folio	
Crown Allotment		Section		Parish		County	Bourke
Municipal District	City of Port Phillip						
Allotment Area	m ² (for new dwellings only)						
Land Owned by the Crown or a Public Authority						YES	NO
Builder							
Name							
ACN/ARBN							
Registration No.							
Postal Address						Postcode	
Telephone							
Email							
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 cop of the certificate of insurance (if applicable).							
Natural Person for Service of Directions, Notices and Orders (if builder is a body corporate)							
Name							
Postal Address						Postcode	
Telephone							
Email							
Building Practitioner or Architect Engaged to Prepare Documents for This Permit							
List any building practitioner or architect engaged to prepare documents forming part of the application for this permit.							
Name	Category/Class					Registration No.	
Nature of Building Work							
Construction of new building				Construction of a swimming pool/spa			
Construction of a small second dwelling				Construction of a pool/spa barrier			
Alterations to an existing building				Demolition of a building			
Extension to an existing building				Removal of a building			
Change of use of an existing building				Re-erection of a building			
Other (give description below)							
Proposed use of building							
Existing use of building							

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.			
Owner-Builder			
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 (including GST)			
Is there a contract for the building work?		YES	NO
If yes, state the 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		\$	
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 of Building Work (if application is to permit a stage of the work)			
Extent of Stage			
Cost of Work for This Stage		\$	
Cost of Work for the Whole of the Building Work		\$	
Signature			
Signature of Applicant		Date	

Privacy Notification: Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer (phone Council Assist on 03 9209 6777).

Agent Authorisation

This form is to be completed by the owner of the land.

I _____
(Owner's Name)

of _____
(Owner's Postal Address)

hereby declare that as the owner of the property known as

(Insert Address of Proposed Works)

authorise, for the purpose of this building application

(Agent's Name)

of _____
(Agent's Postal Address)

to act as my agent for the purposes of applying for and taking out building permit/s for the above-mentioned works. In addition, the agent is responsible for arranging inspections and applying for the Certificate of Occupancy/Final Inspection. The agent will also carry out all tasks necessary throughout the works relative to the works for which the owner is not statutorily bound to do.

This agent authorisation is made pursuant to Section 248 of the Building Act 1993.

Signature: _____

Date: _____

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Appointment Declaration

I _____
(Applicant's Name)

of _____
(Applicant's Postal Address)

hereby declare that as the **Owner** **Agent of the Owner** (tick as applicable) for the purpose of this building application—

1. I appoint the Municipal Building Surveyor of the **City of Port Phillip** under Part 6 of the Building Act 1993 for the proposed building works to issue the relevant permits, carry out the required inspections and issue the Occupancy Permit/Certificate of Final Inspection,

for _____
(Nature of the building work)

at _____
(Address of the building work)

2. To my knowledge there has been no prior appointment of another building surveyor for the works described above.

3. It is my understanding that there are no outstanding Building Notices or Building Orders on the above property.

4. I acknowledge that any enforcement action (such as the issuance of Building Notices and or Orders) taken regarding my current application may incur additional costs.

5. I acknowledge that if the application is cancelled that a cancellation fee will be charged based on the work carried out to date on the application. This will be calculated at an hourly rate.

Signature: _____

Date: _____

The appointment declaration is a formal contract entered by the owner and the building surveyor, that ensures all relevant parties involved in the building works are aware of their obligations under Section 17 of the Building Act 1993.

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