



Building Permit Application Kit





City of Port Phillip

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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:
 - 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:
 - 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:
 - 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:
 - 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:
 - 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;
- 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.
10. Land Feature Survey Plan of existing site conditions prepared by a licensed surveyor, including the following details:
- 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.
11. Title Re-establishment Survey—where works are within close proximity to an allotment boundary.
12. Energy Report (i.e., NatHERS report, DtS report, etc.).

Additional Information to Accompany Application for Permit

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:

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

To

Building Surveyor Bill Yannelis (BS-U 20613)

From

Owner or Agent of Owner _____

ACN/ARBN _____

Postal Address of Applicant _____ Postcode _____

Contact Person _____

Telephone _____

Email _____

Address for Serving or Giving of Documents _____ Postcode _____

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 _____ m² (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 copy 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 a New Building	Demolition of a Building
Construction of a Small Second Dwelling	Removal of a Building
Alterations to an Existing Building	Re-erection of a Building
Extension of an Existing Building	Construction of Swimming Pool
Change of use of an Existing Building	Construction of Swimming Pool Barrier
Other (give description below)	
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? **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.

Cost of the Building Work

Note: All costs specified in an application are to be inclusive of GST.

If Application for a Building Permit Is Made by a Person Other Than an Owner-Builder

PART A

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building **YES NO**

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement \$ _____

If no, 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 that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement \$ _____

Specify the cost of any chattel under the contract or agreement \$ _____

Specify the cost of any prescribed excluded item under the contract or agreement \$ _____

PART B

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

Does the building work relate to both— **YES NO**
 (i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
 (ii) one or more buildings in a class 1, 9 or 10 building?

If yes, specify the information required under Part A and under Part C (if applicable) according to whether the building work relates to—
 (i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
 (ii) buildings in a class 1, 9 or 10 building.

PART C

All stages of staged building work

Does the application relate to a stage of the whole of the building work? **YES NO**

If yes, specify the extent of the stage:

Is there one or more contracts or agreements (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages? **YES NO**

If yes, specify the contract price or agreed amount to be paid (including for the cost of labour and materials) under all the contracts or agreements \$ _____

If no, is there one or more cost-plus contracts or agreements for carrying out the whole of the building work for all of the stages? **YES NO**

If yes, specify the estimate of the total amount that the builders will receive or are likely to receive (including for the cost of labour and materials) under all the contracts or agreements \$ _____

Specify the cost of any chattel under the contract or agreement \$ _____

Specify the cost of any prescribed excluded item under the contract or agreement \$ _____

If Application for a Building Permit is Made by an Owner-Builder

PART A

I intend to carry out the building work as an owner-builder **YES** **NO**

Specify the owner-builder certificate of consent number (if applicable): _____

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work \$ _____

PART B

Will the owner-builder be engaging one or more builders to carry out part of the building work? **YES** **NO**

If yes, specify the information in relation to whichever of the following applies—

if the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials) \$ _____

if the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials) \$ _____

PART C

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

All stages of staged building work by an owner-builder

Does the application relate to a stage of the whole of the building work? **YES** **NO**

If yes, specify the extent of the stage:

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the whole of the building work for all stages \$ _____

Specify the cost of any chattel in relation to building work carried out by the owner-builder \$ _____

Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder \$ _____

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages? **YES** **NO**

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement \$ _____

If no, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all stages? **YES** **NO**

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement \$ _____

Specify the cost of any chattel under the contract or agreement \$ _____

Specify the cost of any prescribed excluded item under the contract or agreement \$ _____

PART E

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

Does the building work relate to both—

- (i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and **YES** **NO**
- (ii) one or more buildings in a class 1, 9 or 10 building?

If yes, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to—

- (i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) buildings in a class 1, 9 or 10 building.

Declaration

I have read and understood all the conditions set out in the information above.

Building practitioner means:

- a) a building surveyor; or
- b) a building inspector; or
- c) a quantity surveyor; or
- d) an engineer engaged in the building industry; or
- e) a drafts person who carries on a business of preparing plans for building work or preparing documentation relating to permits or permit applications; or
- f) a builder, including a domestic builder; or
- g) a person who erects or supervises the erection of prescribed temporary structures; or
- h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners:

But does not include—

- a) an architect;
- b) a person (other than a domestic builder) who does not carry on the business of building.

It is an offence pursuant to Section 78 of the Building Act 1993 to appoint another person as the relevant building surveyor if a building surveyor has already been appointed for the project.

Pursuant to Section 248 of the Building Act 1993, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this act or the regulations unless the person is authorised in writing by the owner to do so.

Signature

Signature of Applicant _____ Date _____

Privacy Policy: 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 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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