

Application for Building Permit

Owner/Agent of Owner

Name of owner/Agent of Owner			
Postal address			
Contact person		Postcode	
Email		Contact number	
Address for serving or giving of documents			

Ownership details (only if agent of owner is listed above)

Owner			
Postal address		Postcode	
Contact person			
Telephone		Fax number	
		Mobile number	

Property details

Number		Street/Road		City/Suburb/Town	
Lot/s No		LP/PS		Volume	
				Folio	
Crown Allotment		Section		Parish	
				County	
Municipal district					
Allotment area (m ²) (for new dwellings only)					
Land owned by the Crown or public authority			Yes		No

Builder					
Name of builder (if known)					
Postal address				Postcode	
Contact person					
Telephone		Fax number		Mobile number	

Building Practitioners ¹ and Architects					
a) Engaged in the building work ² :					
Name		Category/Class		Registration No	
Name		Category/Class		Registration No	
Name		Category/Class		Registration No	
If a registered domestic builder will carry out domestic building work, please attach details of the required insurance					
b) Engaged to prepare documents forming part of the application for this permit ³ :					
Name		Category/Class		Registration No	
Name		Category/Class		Registration No	
Name		Category/Class		Registration No	

Nature of Building Work			
Construction of a new building		Demolition of a building	
Extension to an existing building		Change of use of an existing building	
Alterations to an existing building		Re-erection of a building	
Removal of a building		Other (please specify)	

Proposed use of building⁴ (eg dwelling)	
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Owner Builder (if applicable)			
I intend to carry out the work as an owner builder	Yes		No

Cost of Building Work			
Existing Contract			
Is there a contract for the building work?	Yes	No	
If yes, state the total contract price			
and if the building has mixed uses, state contract price of the domestic building work portion		\$	
No Contract			
If there is no contract, state the estimated cost of the building work (including the cost of labour and materials and attach details of the method of estimation			
Estimated value of cost of domestic building work		\$	
Estimated value of cost of non-domestic building work		\$	
Total estimated value of work		\$	

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	\$

Confirmation of appointment			
<p>By signing this application form, I confirm that I appoint the Municipal Building Surveyor or his delegates of Moonee Valley City Council to act as the relevant Building Surveyor for the proposed works documented on the attached drawings and documentation.</p> <p>I also confirm that to my knowledge no other Building Surveyor has been appointed to act with regard to this project.</p> <p>If I am not the owner of the 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 <i>Building Act 1993</i>.</p>			
Signature of owner or agent		Date	

Note 1	<p>Building Practitioner means:</p> <ul style="list-style-type: none"> 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 Draftsperson who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or f) a 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: <ul style="list-style-type: none"> i) an architect except in Part 9 and sections 24 (3) and 176 (6) of the Act; or j) a person (other than a domestic builder) who does not carry on the business of building.
Note 2	Include building practitioners with continuing involvement in the building work.
Note 3	Include only building practitioners with no further involvement in the building work.
Note 4	The use of the building may also be subject to additional requirements under other legislation such as the <i>Liquor Control Reform Act 1998</i> and the <i>Dangerous Goods Act 1985</i> .
Note 5	If an owner builder, restrictions on the sale of the property apply under section 137B of the Act. Section 137B also prohibits an owner builder of domestic building work from selling the building within 6.5 years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.

Office use only			
Item	Fees	10% GST	Total
Building Permit fee plus Property Information fee and Stormwater Discharge Fee (if applicable)			
Building Permit Levy			
HIH Levy			
Building Lodgement Fee			
Council report fee to build over easement			
Council report fee relating to protection of public			
Council report fee to building in flood area			
Council report fee for siting dispensation			
Sub total			
Date paid		Receipt number	

Personal information requested on this form is being collected by Council for the primary purpose of processing your application for building permit application under the *Building Act 1993* and *Building Regulations 2018* and will only be used for this primary purpose. You can access your personal information by contact Council's Privacy Officer on 9243 8718.