

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

Form 1

To: Gannawarra Shire Council Building Surveyor

**APPLICANT** (to whom the permit will be issued)

<input type="checkbox"/> Owner	<input type="checkbox"/> Agent of owner		
		(name)	
Postal address		Postcode	
Address for giving or serving documents:			
Address		Postcode	
Contact person		Phone	
Email		Mobile	

**OWNERSHIP DETAILS** (only if agent of owner listed above)

Name			
Postal address		Postcode	
Phone / mobile		Email	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is the applicant is a lessee or licensee of Crown land to which this application applies?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is a lessee of the building, of which parts are leased by different persons, responsible for the alterations to a part of the building leased by that lessee?	

**PROPERTY DETAILS**

Street number		Street / Road	
City / Suburb / Town		Postcode	
Lot/s	LP / PS	Section	Volume
			Folio
Crown allotment		Parish	County
Municipality		Allotment area (new dwellings only)	m <sup>2</sup>
Land owned by	<input type="checkbox"/> Private	<input type="checkbox"/> Public authority	<input type="checkbox"/> Local Govt. <input type="checkbox"/> State Govt. <input type="checkbox"/> Commonwealth Govt. (Crown)

**BUILDER**

Builder's name			
Postal address		Postcode	
Phone / mobile		Email	

**BUILDING PRACTITIONERS <sup>1</sup> AND / OR ARCHITECTS**

a) to be engaged in the building work <sup>2</sup>

Name		Category/Class		Registration #	
Name		Category/Class		Registration #	

➤ If a registered domestic builder carrying out domestic building work attach details of the required insurance.

b) who were engaged to prepare documents forming part of the application for this permit <sup>3</sup>

Name		Category/Class		Registration #	
Name		Category/Class		Registration #	


**OWNER BUILDER <sup>5</sup> (if applicable)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	I intend <sup>1</sup> to carry out the work as an owner builder
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NATURE OF BUILDING WORK (Tick if applicable or give other description)					
<input type="checkbox"/>	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"/>	Other		
Proposed use of building <sup>4</sup>					

COST OF BUILDING WORK	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a contract for the building work?
If yes, state the contract price	\$
If no, state the estimated cost of the work (including labour and materials)	\$
<b>Attach details of the method of estimating the cost of works if no contract applies</b>	

STAGE OF BUILDING WORK			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this application for a stage of work?		
If yes, what is the extent and cost for this stage?	Extent	Cost	\$

Signature of owner or agent		Date	
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**Please return application and documentation to Gannawarra Shire Council:**

- Patchell Plaza, 47 Victoria Street Kerang or 23-25 King Edward Street Cohuna
- PO Box 287 Kerang VIC 3579   • [council@gannawarra.vic.gov.au](mailto:council@gannawarra.vic.gov.au)


Queries - please phone Building Surveyor on 03 5450 9333   or   visit Council's website [www.gannawarra.vic.gov.au](http://www.gannawarra.vic.gov.au)

**Notes**  
**Note 1** Building practitioner means:  
 (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 draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and 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 -**  
 (i) an architect; 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 **Liquor Control Reform Act 1998** and the **Dangerous Goods Act 1985**  
**Note 5** If an owner-builder there are restrictions on the sale of the building under section 137B of the **Building Act 1993**. Section 137B prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6½ years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.

Building permit fee	\$	Building Lodgement fee	\$	Other	\$
GST	\$	Building Levy (Commission)	\$	TOTAL	\$

**AGENT AUTHORITY (pursuant to Section 248 of the *Building Act 1993*)**

**APPLICANT DECLARATION**

I			
	(name)		
being the owner of the following property:			
(address and details of property)			
hereby authorise the applicant to act as my agent for the purpose of making any application (including building permit and occupancy permit applications), appeal or referral under the <i>Building Act 1993</i> in respect of the proposed building work.			
<b>Signature</b>		<b>Date</b>	

**APPOINTMENT RELEVANT BUILDING SURVEYOR DOMESTIC WORK (pursuant to Section 78 of the *Building Act 1993*)**

Please note: This section is **not** to be completed by the registered builder engaged in the building work

I \_\_\_\_\_  
(name)

being the owner of the following property:

\_\_\_\_\_  
(address and details of property)

hereby appoint **Andrew Pope**, under section 78 of the *Building Act 1993* to act as the Relevant Building Surveyor and to carry out all the functions set out in Section 76 of the *Building Act 1993* in respect of that building or building work. I further advise that in accordance with section 78(2) of the *Building Act 1993* that no other Building Surveyor has been appointed for this project in respect of the following proposed building works. I confirm that I am not a builder engaged to carry out building works for the project listed above.

<b>Signature</b>	✍	<b>Date</b>	
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