

What do I supply when applying 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

- Town Planning approval (if applicable).
- Completed application forms:
 - Fill out and sign the building permit application form (see pages 3 and 4);
 - Fill out and sign the appointment declaration form (see page 6);
 - Fill out and sign the agent authorisation form, if applicable (see page 5).
- Payment of the required Building Permit Fee(s). A card payment fee applies. For current fee details, please visit www.portphillip.vic.gov.au/card-fees.htm.
- A current Certificate of Title, and Title Plan or Plan of Subdivision (including Covenants and Section 173 agreements where applicable).
- Builder's registration details and job specific insurance.
- Owner Builder's Certificate of Consent (if applicable).
(If **Owner Builder** and if the **cost** of building works **exceeds \$16,000**, then a **Certificate of Consent** from the Building Practitioner's Board is required. Call **1300 360 320** for further information.)

The following working drawings are required to be submitted for assessment:

Four (4) copies of the following:

- Site Plan – drawn to scale of not less than 1:500, showing:
 - The north point;
 - The boundaries and dimensions of the allotment and any relevant easements;
 - The distance to the nearest intersecting street;
 - Proposed contours, finished floor levels, finished ground levels;
 - Layout of storm water drains to the point of discharge
 - Location and height of any existing buildings and structures;
 - Location of new building and distances from all boundaries and any proposed buildings or existing buildings to be retained;
 - Location of driveways and crossovers;

Strata titled applications for two or more dwellings should include indicative strata lot boundaries and sizes, including any common property.

- Floor Plan – drawn to scale of not less than 1:100 (for all floors), showing:
 - Existing and proposed conditions;
 - Internal layout and size of all rooms including WIR and built in furniture;
 - Location of all doorways and windows;
 - Location of all plumbing fixtures such as, bath, shower, WC, kitchen and laundry sinks.

- Elevations – drawn to scale of not less than 1:100 (for all orientations), showing;
 - External height of all walls and height of roof ridgeline from natural ground levels;
 - Location and size of all external windows, doors and other openings;
 - Sectional drawing showing the floor to ceiling heights.
- Engineering – plan of the structural drawings drawn to scale of not less than 1:50, certified by the Engineer in accordance with Regulation 126.
- Electrical plan – copy showing:
 - Location of all light fittings (details of fittings not required on these drawings);
 - Location of required smoke alarms;
 - Location of all electrical appliances (detail of appliance not required).
- Specifications –copy detailing:
 - The type of materials to be used;
 - Compliance with relevant standards.
- Soil report – copy (where applicable).
- Survey plan – copy from a qualified land surveyor showing the true boundary location (where construction is proposed on or near then property boundary).
- Energy efficiency confirmation – copy of the House Energy Rating (HER) report for the dwelling from an accredited energy rater. Or; a complete D.T.S. report in accordance with Part 3.12 of the *Building Code of Australia*.

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:

- Protection of adjoining property pursuant to Part 7 of the *Building Regulations 2018* may be required before and during building work.
- 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.
- Council report and consent for matters relating to Siting pursuant to Part 5 of the *Building Regulations 2018*.
- Council report and consent for matters relating to Projections beyond the street alignment pursuant to Part 6 of the *Building Regulations 2018*.
- Owners 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.

Form 1: Application for a building permit

Building Regulations 2018, Regulation 24



Office Use Only	
Permit Number:	Date Received:

To: The Municipal Building Surveyor, City of Port Phillip

FROM:	Please tick one: <input type="checkbox"/> Owner <input type="checkbox"/> Agent of Owner
Name:	ACN/ARBN:
Address for serving or giving of documents:	
	Postcode:
Phone Number (business hours):	
Email:	
Postal Address:	
	Postcode:
Contact Person:	Phone Number (bus. hours):
Email:	
<input type="checkbox"/> Indicate if the applicant is a lessee or licensee of crown land to which this application applies (tick if applicable)	
Lessee responsible for building works	
<input type="checkbox"/> 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 (tick if applicable)	
OWNERSHIP DETAILS (only if Agent of Owner is listed above)	
Owner's Name:	ACN/ARBN:
Owner's Postal Address:	
	Postcode:
Owner's Phone Number (business hours):	
Email:	
Contact Person:	Phone Number (bus. hours):
Email:	
PROPERTY DETAILS	
Number/Street:	
Suburb:	Postcode:

Lot/s:	LP/PS:	Volume:	Folio:
Crown Allotment:		Section:	
Parish:		County:	
Municipal District: City of Port Phillip	Allotment Area (for new dwellings only) m ² :		
<input type="checkbox"/> Land is owned by the Crown or a public authority (tick box if applicable)			
BUILDER (if known)			
Name:		Phone (business hours):	
Postal Address:			Postcode:
BUILDING PRACTITIONERS AND/OR ARCHITECT			
(a) to be engaged in the building work:			
Name:	Category/Class:	Registration No.:	
Name:	Category/Class:	Registration No.:	
(If a registered domestic builder is 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:			
Name:	Category/Class:	Registration No.:	
Name:	Category/Class:	Registration No.:	
NATURE OF BUILDING WORK (tick if applicable or give other description)			
<input type="checkbox"/> Construction of a new building	<input type="checkbox"/> Demolition of a building	<input type="checkbox"/> Construction of swimming pool or spa	
<input type="checkbox"/> Alterations to an existing building	<input type="checkbox"/> Removal of a building	<input type="checkbox"/> Construction of swimming pool or spa barrier	
<input type="checkbox"/> Change of use of an existing building	<input type="checkbox"/> Extension to an existing building	<input type="checkbox"/> Other:	
<input type="checkbox"/> Re-erection of a building			
Proposed use of building:			
OWNER BUILDER: I intend to carry out the work as an owner builder: <input type="checkbox"/> Yes <input type="checkbox"/> No			
COST OF BUILDING WORK: Is there a contract for the building work?			
<input type="checkbox"/> Yes	If yes, state the contract price	\$	
<input type="checkbox"/> No	If no, state the estimated cost of building work (including the cost of labour and materials) and attach details of the method of estimation	\$	
STAGE OF BUILDING WORK: If the application is to permit a stage of the work			
Extent of stage:			
Cost of building work for this stage: \$			
Signature (Owner or Agent of Owner):			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 9209 6777).

Agent authorisation



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

I
(Insert Name)

of
(Insert 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

.....
(Insert Name of Agent)

of
(Insert Agent's 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 -

1. As the owner agent of the owner (*tick as applicable*), for the purpose of this building application, I appoint the Municipal Building Surveyor of the **City of Port Phillip** 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
(Insert property address of the building works)

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 of owner:

Date:

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