

**APPLICATION FOR BUILDING PERMIT (FORM 1)**  
**Building Act 1993, Building Regulations 2018 - Regulation 24**

<b>To:</b> Leonard Dowell (Reg No BS-U1112)					
<b>From:</b> I am making this application for a building permit as: <sup>†</sup>			<input type="checkbox"/> Owner of Land	<input type="checkbox"/> Agent of Owner	
Applicant Name:					
ACN/ARBN:		Telephone (BH):			
Contact Person:		Email:			
Postal address:				Post Code	
Address for serving or giving of documents: <sup>†</sup>		<input type="checkbox"/> As Above	Other: <input type="checkbox"/>		
Correspondence method <sup>†</sup>		<input type="checkbox"/> - Email Correspondence (to applicants email address)		<input type="checkbox"/> - Post (further postal fee's apply)	
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies <sup>†</sup>					Tick if applicable: <input type="checkbox"/>
<b>Lessee responsible for building work</b>					
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 <sup>†</sup>					Tick if applicable: <input type="checkbox"/>
<b>Ownership Details (Please state ALL owners of the property)</b>					
Name of owner(s):					
ACN/ARBN:		Telephone (BH):			
Contact Person:		Email:			
Postal address:				Post Code	
**All applications must be submitted with a current copy application date, we can download the Title & Plan of Subdivision at a cost of \$30 inc. Gst, of the Title & Plan of Subdivision dated with 3 Months of application <sup>†</sup>					<input type="checkbox"/> - Tick if you want us to obtain
<b>Property Details</b>					
Lot/s:	Number:	Street/Road:			
Suburb:	Postcode:	LP/PS:			
Volume	Folio:	Crown Allotment:		Section:	
Parish:	County:				
Municipal District:	Allotment Area (for new dwellings only):			M <sup>2</sup>	
Land owned by the Crown or a public authority: <sup>†</sup>					<input type="checkbox"/>
<b>Nature of building work</b> – Please provide a full description of all works to be carried out <sup>†</sup>					
<input type="checkbox"/> Construction of a new building		<input type="checkbox"/> Alteration to an Existing building		<input type="checkbox"/> Removal of a building	
<input type="checkbox"/> Demolition of a building		<input type="checkbox"/> Extension to an Existing building		<input type="checkbox"/> Re-erection of a building	
<input type="checkbox"/> Construction of swimming pool or		<input type="checkbox"/> Construction of swimming pool or		<input type="checkbox"/> Change of use of an existing building	
<input type="checkbox"/> Other: (give description)					
Proposed Use of Building					

<b>Builder Details</b>			
Company Name:			
ACN/ARBN:		Contact Person:	
Postal address:			Post Code: <input type="text"/>
Telephone (BH):		Email:	
Building Practitioner Registration Name:			Registration No: <input type="text"/>
If the builder is carrying out <u>domestic building work</u> under a <u>major domestic building contract</u> , <b>attach an extract of the major domestic building contract</b> showing the names of the parties to the contract in relation to the proposed building work and a <b>copy of the certificate of insurance</b> (if applicable)			
<b>Natural person for service of directions, notices and orders (if builder is a body corporate)</b>			
Natural Person Name:			
Postal address:			Postcode: <input type="text"/>
Telephone:		Personal Registration number:	<input type="text"/>
<b>Architect / Draftsman Details</b>			
Company Name:			
Postal address:			Post Code: <input type="text"/>
Contact Person:		Mobile:	<input type="text"/>
Telephone (BH):		Email:	<input type="text"/>
<b>Building practitioners and/or architect</b>			
List any building practitioner or architect engaged to <b>prepare documents</b> forming part of the application for this permit - <b>Complete with architects, draftsman, engineers, building surveyor, builder whom prepared documents for this application</b>			
Name:	<input type="text"/>	Category/class	Registration No: <input type="text"/>
Name:	<input type="text"/>	Category/class	Registration No: <input type="text"/>
Name:	<input type="text"/>	Category/class	Registration No: <input type="text"/>
Name:	<input type="text"/>	Category/class	Registration No: <input type="text"/>
<b>Owner Builder (if applicable)</b>			
I intend to carry out the work as an owner builder			<input type="checkbox"/>
Owner builder certificate of consent no. (if applicable)			<input type="text"/>
<b>Cost of building work</b>			
Is there a contract for the building work?	<input type="checkbox"/>	If yes, state the contract price	\$ <input type="text"/>
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.			\$ <input type="text"/>
<b>Stage of building work</b>			
If application is to permit a stage of the building work:			
Extent of stage:	<input type="text"/>	Cost of work for this stage:	\$ <input type="text"/>
<b>I/We have read &amp; fully understand the Conditions &amp; Terms of Engagement specified on the following pages &amp; accept responsibility for the payment of all fees incurred in the processing of the Building Application.</b>			
Signature of owner/agent:	<input type="text"/>		Date: <input type="text"/>
† Tick if applicable			

**Note:** OWNER MUST COMPLETE if AGENT is applying for the building permit on behalf of the owner of property  
 This must be completed prior to application being accepted by Fisher Dowell Pty Ltd

**Agent Consent/Appointment of Private Building Surveyor**

<b>I/We</b>			
<b>Owner's Name(s)</b>			
1) I herewith confirm that I have authority to act on behalf of all other owners listed on title			
<b>Of, Project/Site Address:</b>			
2) I/we hereby <u>appoint</u> Leonard Dowell (Building Surveyor – Reg No BS–U1112) to carry out the functions under Part 6 of the Building Act 1993 for the purposes of issuing a building permit and causing the mandatory building inspections to be carried out for the project;			
<b>Give authority to act as Agent to:</b> <small>Building permit applicant eg. Agent/builder/architect</small>			
3) to act as an agent on my behalf in all matters concerning the building permit application for building works at the above project/site address			
4) to submit documentation for partial compliance for consideration under Regulation 233			
5) to submit documentation to enable a determination to be made in respect of Performance Solutions			
<b>Signature of owner</b>			<b>Date</b>

#### TERMS OF ENGAGEMENT

1. **SCOPE OF APPOINTMENT - MANDATORY SERVICES OF RELEVANT BUILDING SURVEYOR (RBS)**
  - Assess the application under the Act and Building Code of Australia deemed to satisfy controls and issue the building permit.
  - Collect and remit the applicable building permit levy to the Victorian Building Authority and relevant council legislation fees.
  - Conduct mandatory inspections and issue statutory directions as necessary for proper completion of works.
  - Issue the applicable Occupancy Permit or Certificate of Final Inspection.
  - Provide copies of all relevant permit documents to the council.
2. **INSPECTIONS**
  - The number of inspections that are included in the Building Permit will be shown on the building permit conditions. Further inspections requested by the client, or required by the Relevant Building Surveyor (RBS) will be charged at the scheduled rate.
  - Fees for additional inspections are payable within 14 days of the invoice and/or prior to the issuing of the Occupancy Permit or Certificate of Final Inspection.
  - Should the client fail to provide adequate documentation or safe access at the time of a mandatory inspection Fisher Dowell P/L reserve the right to cancel that inspection and charge an additional inspection fee at the scheduled rate.

#### CONDITIONS OF ENGAGEMENT

1. **DISBURSEMENTS & PAYMENTS:**
  - a) Applications will not be processed until the deposit is paid.
  - b) Building Permits will not be issued until the building permit fee, council fees and government levies are fully paid.
  - c) Council fees and government levies (where applicable) will be disbursed to the relevant authorities.
  - d) Failure to pay fees when due will incur additional costs and the Client shall be liable to pay any debt collection fees and costs that may arise as a result of late or non payment of fees.
  - e) Building Permit fees quoted and/or invoiced to you are only valid for 90 days. Should the Permit not be issued within that period, Fisher Dowell Pty Ltd reserves the right to alter the permit fee in line with market prices and fee guidelines.
2. **DUAL APPOINTMENTS:** It is an offence pursuant to Section 78 of the Act to appoint a person as a RBS if another building surveyor has already been appointed or otherwise authorised for the project. The client therefore warrants that no other building surveyor has been appointed (or has otherwise commenced duties) in relation to the project referred to in this agreement.
3. **CLIENT AUTHORITY/AGENT AUTHORITY:** The Client warrants that the Client is the owner of the land at the *project* address referred to or that the Client is the duly authorised agent of the said owner. It is required that the Client will produce written authority of the owner of the land to authorise the client to act on behalf of the owner.
4. **PLANNING PERMITS:** The Client shall be responsible for obtaining (and the cost of) any planning permit and shall provide a copy of any planning permit and approved planning permit drawings to this office prior to the issue of a building permit.
5. **ENTIRE AGREEMENT & NO REPRESENTATIONS:** These terms and conditions constitute the entire agreement between this office and the Client and no reliance may be placed by the Client upon any oral discussions or representations made prior to or at the time of signing this agreement. The Client will make no claim or demand in relation to any such representations either at common law or alleged breach of the Trade Practices Act 1974 (Commonwealth) or the Fair Trading Act 1985 (Vic). The RBS is not engaged by the Client to provide costing or estimating services.
6. **CLIENT TO NOTIFY RELEVANT BUILDING SURVEYOR (RBS) OF OTHER BUILDING PRACTITIONERS:** The Client must give written notice to the RBS of each building practitioner engaged by the Client for the building work referred to in this agreement, including details of any building practitioner certificate issued by the building practitioner under Part 11 of the Act. Such notice must be given either upon the appointment of the RBS where the Client has already engaged a building practitioner/s or within fourteen (14) days of the client engaging the building practitioner/s where the building practitioner/s is/are engaged after the appointment of the RBS.
7. **TERMINATION OF APPOINTMENT:** The appointment of the RBS may be terminated by the Client only with the written consent of the Victorian Building Authority. On such termination the RBS shall be entitled to be paid all outstanding fees and disbursements incurred. In the event that the building work nominated in this agreement is terminated before commencement or completion, the Client must notify the Victorian Building Authority by written notice. When this written notice is issued the appointment of the RBS shall be deemed to be terminated. The Client must thereupon pay all fees and disbursements incurred and the RBS shall be entitled to deliver an account for the same. Furthermore the Client must not engage another RBS to complete the functions of the RBS specified in this agreement in respect of the building work without the written consent of the Victorian Building Authority.
8. **PURPOSE OF INSPECTION:** Inspections carried out will be the minimum required to ensure compliance with the Act and Regulations and not supervision of all the work. It is the responsibility of the builder to construct the building fully in accordance with the approved permit documents. Variations must be approved by the RBS prior to construction and those variations that require further document survey and assessment and/or approval will incur an additional fees.
9. **THE BUILDING PERMIT & THE RBS:** The building permit issued will be an assessment of the drawings for compliance with the Building Act and Regulations and not the serviceability, quality or functionality of the work approved by the permit. This appointment of an RBS is limited to ensuring the work carried out complies to the Act and Regulations that are applicable at this time. The RBS is responsible for the carrying out of inspections that will be listed on the Building Permit. The client is responsible to ensure that this office is given 24 hours notification for inspection and shall ensure that works do not continue beyond the notification stage until the inspection is approved. A copy of all stamped approved documents must be available onsite at all times.
10. **BUILDING NOTICES & ORDERS:** It is my understanding that there are no outstanding Building Notices or Building Orders on the property described. I acknowledge that any enforcement actions (such as issuance of Building Notices and/or Orders) taken regarding my current application may incur additional costs.

**NOTE:** RBS means Leonard Dowell. Client means Owner/Agent of Owner as specified on the Application Form.

#### ADDITIONAL INSPECTIONS

Additional inspections will be charged at \$121 (Inc GST) per inspection.