

To: Glenelg Shire Council Building Surveyor

Owner or Agent Acting for Owner			
Name Owner/Agent			
Company Name:			
ARBN/ACN:			
Postal Address:			
Phone Numbers Business:		Mobile:	
Email:			
Address for serving or giving of documents:			
Indicate if the applicant is a lessee or licensee of Crown land to which this application applies			Yes No
Contact Person:		Telephone:	

Ownership Details (if applicant is agent of Owner)			
Name of Owner:			
ARBN/ACN:			
Postal Address:			
Phone Numbers Business:		Mobile:	
Email:			

Property Details							
Site Address:	Number:		Street/Road:				
	Town:				Postcode:		
Lot/s		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 a Public Authority						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 the lessee.						Yes	No

Builders Details			
Name of Builder:			
ARBN/ACN:		Registration No.	
Postal Address:			
Phone Business:		Mobile:	
Email:			
<p><i>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.</i></p>			
Copies Attached			Yes No

Natural person for service of directions, notices and orders (if builder is a body corporate)

Name:			
Postal Address:			
Phone Numbers Business:		Mobile:	

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 (tick applicable works)

<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"/>	Construction of a swimming pool or spa	<input type="checkbox"/>	Construction of a swimming pool or spa barrier
<input type="checkbox"/>	Other (give details):		
<input type="checkbox"/>	Proposed use of Building:		

Owner Builder

I intend to carry out the work as an owner builder:	Yes	No
Owner Builder Certificate of consent No:	Copy Supplied:	Yes No

Cost of Building Work

Is there a contract for the building work:	Yes No	Contract price	\$
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.		Estimated price	\$
		Copy Supplied:	Yes No

Stage of Building Work: If application is to permit a circle stage of work

Stage No:	1 2 3 Other _____	Contract price of Stage	\$
Extent of Stage:			

Declaration by Owner/Agent:

I the owner / agent confirm that I have read, completed and understood the details contained within this application form	Yes No
Has another Building Surveyor been previously appointed for these proposed works	Yes No

Person responsible for paying Levy: **Applicant** **Owner** **Builder**

Signature of Owner or Agent:		Date:	
-------------------------------------	--	--------------	--

Delivery of permit:	In Person	Post	Email:
----------------------------	------------------	-------------	---------------

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Glenelg Shire Council	PO Box 152, PORTLAND VIC 3305	email: building@glenelg.vic.gov.au
Phone: 1300 GLENELG (453 635)	National Relay Service: 13 36 77	website: www.glenelg.vic.gov.au