



Application for a Building Permit
 Building Act 1993
 Building Regulations 2018
 Regulation 24
FORM 1

To: Glenelg Shire Council Building Surveyor

FROM: 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:			
Contact Person:		Telephone:	

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

Property/Project 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 : <small>(for new dwellings only)</small>			
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:			

*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.*

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

Construction of a new building		Alterations to an existing Building	
Construction of a small second dwelling		Extension to an existing Building	
Demolition of a building		Removal of a building	
Re-erection of a building		Change of Use of an existing building	
Construction of a swimming pool or spa		Construction of a swimming pool or spa barrier	
Other (give details):			
Proposed use of Building:			
Social housing	Does any of the building work include the construction of social housing as referred to in regulation 281B of the Building Regulations 2018?		Yes/No
Emergency recovery	Does any of the building work include the construction of a dwelling that was destroyed or damaged in an emergency referred to in regulation 166J(b) of the Building Regulations 2018?		Yes/No

Owner Builder - Cost of Building Work

If application for building permit is made by an Owner Builder (COMPLETE ALL PARTS A, B, C, D, E)

Part A			
I intend to carry out the work as an owner builder		Yes	No
Owner Builder Certificate of consent No.:			
Copy Supplied		Yes	No
Estimated cost (including for labour and materials) of the owner-builder carrying out the building work:	\$		
Part B			
Will the owner-builder be engaging one or more builders to carry out part of the building work?		Yes	No
If yes, specify the information in relation to whichever of the following applies -			
(i) if the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials):	(ii) if the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including for the cost of labour and materials):		
\$	\$		
Part C			
Specify the cost of any chattel relating to Part A and/or Part B:	\$		
Specify the cost of any prescribed excluded item relating to Part A and/or Part B:	\$		

Part D - All stages of staged building work by an Owner Builder

Does the application relate to a stage of the whole of the building work? [Yes/No]
 If yes, specify the extent of the stage:
 Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the whole of the building work for all stages: \$
 Specify the cost of any chattel in relation to building work carried out by the owner-builder: \$
 Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder: \$
 Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages?:
 If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement: \$
 If no, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all stages?:
 If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement: \$
 Specify the cost of any chattel under the contract or agreement: \$
 Specify the cost of any prescribed excluded item under the contract or agreement: \$

Part E

Specify the class or classes of building to which the building work relates. Does the building work relate to both -

- (i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) one or more buildings in a class 1, 9 or 10 building?:

[Yes/No]

If yes, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to -

- (i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) buildings in a class 1, 9 or 10 building

Registered Builder - Cost of Building Work

Note: All costs specified in an application are to be inclusive of GST if application for a building permit is made by a person other than an Owner Builder

If application for building permit is made by a person other than an Owner Builder (COMPLETE ALL PARTS A, B, C)

Part A

Is there a contract for the building work:	Yes	No	Contract price:	\$
If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?	Yes	No	If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including for the cost of labour and materials) under the contract or agreement	\$
Specify the cost of any chattel under the contract or agreement:	\$		Specify the cost of any prescribed excluded item under the contract or agreement:	\$
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:	\$

Part B

Specify the class or classes of building to which the building work relates: Does the building work relate to both -

- (i) one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) (ii) one or more buildings in a class 1, 9 or 10 building?

YES

NO

If yes, specify the information required under Part A and under Part C (if applicable) according to whether the building work relates to -

- (i) buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- (ii) (ii) buildings in a class 1, 9 or 10 building

All Stages of Building Work

Does the application relate to a stage of the whole of the building work? YES NO

If yes specify the extent of the stage:

Is there one or more contracts or agreements (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all of the stages?:		If yes, specify the contract price or agreed amount to be paid (including for the cost of labour and materials) under all the contracts or agreements:	\$
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If no, is there one or more cost-plus contracts or agreements for carrying out the whole of the building work for all of the stages?:		If yes, specify the estimate of the total amount that the builders will receive or are likely to receive (including for the cost of labour and materials) under all the contracts or agreements:	\$
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Specify the cost of any chattel under the contract or agreement:	\$
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Specify the cost of any prescribed excluded item under the contract or agreement:	\$
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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
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Has another Building Surveyor been previously appointed for these proposed works	Yes	No
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Person responsible for paying Council fees/ levy Applicant Owner Builder

Signature of Owner or Agent		Date:	
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Delivery of permit	In Person <input type="checkbox"/>	Post <input type="checkbox"/>	Email <input type="checkbox"/>
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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 2020*. 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

APPENDIX-Definitions

Prescribed excluded – The regulations do not currently prescribe any excluded items.

Chattel – a chattel is a movable item of personal property that is not permanently attached to the building or land. The cost of a chattel can be excluded from the Cost of Works (CoW) only if it meets both following criteria:

- a moveable item – not required for compliance with standards, the National Construction Code (NCC) and the relevant regulations (e.g., a portable fire extinguisher is required to be provided within an office fit-out under the NCC or a movable ramp approved as part of a performance solution for accessibility requirements is deemed not a chattel)

Examples of chattels:

Example of proposed works	Chattels	Not chattels
Building a residential dwelling	Curtains, blinds, washing machines, dryers, fridges.	Fixtures for the kitchen and bathrooms, toilet pan, and laundry sinks.
Fit out of commercial tenancy, e.g. restaurant, office	Moveable furniture, kitchen appliances (fridges, microwaves, toasters, coffee machines), computer screens, televisions, and decorative artwork.	Cooking facility, cool room, fixed serving counter, floor finishing, artificial lighting, and mechanical exhaust system. Fixed whiteboards, building services, wall and floor finishes, built-in lockers, and shelves.
Construction of a new hospital	Moveable table and chairs, decorative artwork, hospital beds, medical equipment (MRI, X-ray and ultrasound machines).	Building services, fixed furniture, amenities, fixtures (grabrails, basin), shower wall, hung seat.
New schools	Moveable furniture, wall art, staff room appliances, curtains, blinds.	Building services, sanitary facility fixtures, built-in furniture, built-in lockers, front office counter, and fixed whiteboards.

Contracts - Link [Calculating the cost of the building work | Victorian Building Authority](#)

Type of contracts	Information to be submitted to the RBS
Contract price	Contract price to be paid to the builder and Cost of chattel
Cost plus contract	Contract price to be paid to the builder and Cost of chattel
Owner-builder	<ul style="list-style-type: none"> • Estimate the cost of the building work (labour and materials) and Cost of chattel Where applicable, in addition to the above, include: • Cost of contract if the owner were to engage a subcontractor or trades, e.g. tiler, plumber, electrician • Estimate of cost plus contract • Cost of chattel

Building Classes/Classifications

Class 1	Domestic or residential buildings – single, standalone single houses and horizontally attached houses, such as terrace houses, row houses or townhouses. This class includes two sub-classifications: <ul style="list-style-type: none"> • Class 1a - a single dwelling or one of a group of attached dwellings (e.g., detached house, townhouse) • Class 1b - a boarding house, guest house or hostel with a floor area less than 300 m²
Class 2	Domestic apartment buildings – a building containing two or more sole-occupancy units where people live above, beside or below each other. This class may also include single-storey attached dwellings with a common space below, such as a carpark
Class 3	Residential buildings other than Class 1 or 2 (e.g., larger boarding house, hotel/motel/guest house, hostel, backpacker, workers' quarters)
Class 4	A single domestic dwelling within a building of non-residential nature (that is, a Class 5 to Class 9 building). For example, a caretaker's residence within a hospital
Class 5	Office buildings used for professional/commercial services
Class 6	Retail/service buildings where goods are sold or services supplied to the public such as shops or restaurants
Class 7	Buildings including carparks, warehouses or storage buildings. This class includes two sub-classifications: <ul style="list-style-type: none"> • Class 7a - Car parks • Class 7b - Warehouses, storage buildings or wholesale display buildings
Class 8	Factories – buildings used for production, assembling, altering, packing, cleaning etc. of goods or produce.
Class 9	Public buildings – includes three sub-classifications: <ul style="list-style-type: none"> • Class 9a – healthcare buildings such as hospitals and day surgery clinics • Class 9b – buildings where people assemble for social, political, theatrical, religious or civic purposes, e.g. schools, universities, sports facilities, night clubs • Class 9c – aged care facilities

Class 10	Non-habitable structures – includes three sub-classifications: <ul style="list-style-type: none">• Class 10a – sheds, carports, private garages• Class 10b – fences, masts, antennas, retaining walls, swimming pools• Class 10c – private bushfire shelter
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