



**Form 1  
Regulation 301  
Building Act 1993  
BUILDING REGULATIONS 2006**

**APPLICATION FOR A BUILDING PERMIT**

To: **Municipal Building Surveyor**

**PROPERTY DETAILS**

Number.....	Street/Road.....	City/Town.....
Lot/s.....	LP/PS.....	Crown Allotment.....
Parish.....	Allotment Area (for new dwellings only) m <sup>2</sup> .....	

**FROM: OWNER/AGENT OF OWNER\***

Name.....	Post Code.....
Postal Address.....	Contact Person.....
Telephone.....	Mobile.....

**ADDRESS FOR SERVING OR GIVING OF DOCUMENTS:**  
.....

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies  *tick if applicable*

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

Name.....	Post Code.....
Postal Address.....	Contact Person.....
Telephone.....	Mobile.....

**BUILDER**

Name.....	Post Code.....
Postal Address.....	Contact Person.....
Telephone.....	Mobile.....

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

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

Name.....	Category/Class.....	Registration No.....
Name.....	Category/Class.....	Registration No.....

(If a registered domestic builder carrying out domestic building work attach details of the required insurance)

(b) who are engaged to prepare documents submitted with this application<sup>3</sup>

Name.....	Category/Class.....	Registration No.....
Name.....	Category/Class.....	Registration No.....

**NATURE OF BUILDING WORK\***

Construction of a new building	( )	Extension to an existing building	( )
Alterations to an existing building	( )	Change of use of an existing building	( )
Demolition of a building	( )	Removal of a building	( )
Re-erection of a building	( )		
*Tick if applicable or give other description		Other.....	( )

**PROPOSED USE OF BUILDING <sup>4</sup>** .....

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

I intend to carry out the work as an owner builder

(YES/NO)

**COST OF BUILDING WORK**

Is there a contract for the building work:  
If yes, state the contract price

(Yes/No)  
\$.....

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

\$.....

**STAGE OF BUILDING WORK**

If application is to permit a stage of the building work  
Value of building work for this stage

Extent of stage.....  
\$.....

SIGNATURE of owner or agent.....

DATE.....

**FEES**

*For Office Use Only*

Building Permit Fee \$.....  
GST (10% of Permit Fee) \$.....

**SUB TOTAL:** \$.....

Lodgement Fee \$.....  
Building Permit Levy (0.128%) \$.....  
H.I.H. Levy (.032%) *domestic work only* \$.....  
House Removal Deposit \$.....

**TOTAL:** \$.....

Received By:.....

Date:.....

Swan Hill Rural City Council  
PO Box 488  
Swan Hill Vic 3585  
Tel: 03 5036 2333  
Fax: 03 5036 2340  
E-Mail: [council@swanhill.vic.gov.au](mailto:council@swanhill.vic.gov.au)  
ABN 97 435 620 016

**NOTES:**

**Note 1 Building Practitioner means -**

- (a) 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 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 Building Commission maintains a current list of domestic building insurance providers.**