



ALL HIGHLIGHTED FIELDS MUST BE COMPLETED

To: Brian Ross (Relevant Building Surveyor) BS-U1274

From: Owner - Name:

Postal address.....Postcode.....

Is the applicant a lessee or licensee of Crown land to which this application applies (Yes/No)

Contact Person:.....Telephone.....

Email.....

OWNER BUILDER (if applicable): I intend to carry out the work as an owner builder (Yes / No)

**Would you like copies of all relevant permit documentation to be forwarded to another party via email?
 If yes, please complete the following details:**

Name of agent.....

Postal address.....Postcode.....

Contact person.....Telephone.....

Email.....

Builder: (if applicable) Name.....

Postal address.....Postcode.....

Contact person..... Telephone.....

Email.....

Building Practitioners¹ and/or Architect

(a) to be engaged in the building work²

NameCategory/Class.....Registration No.....

NameCategory/Class.....Registration No.....

(If a registered domestic builder 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 permit³

NameCategory/Class.....Registration No.....

NameCategory/Class.....Registration No.....

Property Details:

Number.....Street/Road.....City/Suburb/Town.....

Lot/s.....LP/PS.....Volume.....Folio.....

Crown Allotment..... Section.....Parish.....County.....

Land owned by the Crown or a public authority (Yes / No)

Nature of Building Work (Please tick one and complete description of works)

Construction of a new building	<input type="checkbox"/>	Extension to an existing building	<input type="checkbox"/>
Alterations to an existing building	<input type="checkbox"/>	Change of use of an existing building	<input type="checkbox"/>
Demolition / Removal of a building	<input type="checkbox"/>	Removal of a building	<input type="checkbox"/>
Re-erection of a building	<input type="checkbox"/>	Completion of	<input type="checkbox"/>
Staged Permit	<input type="checkbox"/>	Other	<input type="checkbox"/>

Description of proposed works.....

Proposed use of building⁴.....

Cost of building work

Is there a contract for the building work? Yes/No Please state: \$

If no, state the estimated cost of the building work (including the cost of labour and materials) and attach the details of the method of estimations \$

Stage of Building work

If application is to permit a stage of the building work:

Extent of stage.....Value of building work for this stage \$.....

Area of allotment..... M² Area of new building work..... M² Area of existing buildings..... M²

Ownership Details

If you would like us to purchase any of the following documents on your behalf, please indicate by ticking in the appropriate box below:

Copy of Title \$33 Copy of Plan of Subdivision \$33 Covenant or 173 Agreement (if applicable) \$33 per item

Please note: extra charges may be incurred if insufficient property details are provided prior to title/plan search

Scope of Appointment – Mandatory Services of Relevant Building Surveyor

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

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

- 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 drafts person 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 1995**.
- Note 5** If an owner-builder, there are restrictions on the 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 has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.
- Note 6** Any enforcement action necessary will be charged at the standard rate, this may include but is not limited to; additional inspections, notices, orders and attendance at any hearing or responding to the Victorian Building Authority. Cost of these services is as follows: Direction \$165, Notice \$450 and Orders \$450, any other action will be charged at the standard rate of \$200 per hour plus any travel expenses.
- Note 7** Inspections carried out will be the minimum required to ensure compliance with the Act and Regulations, 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 fee of \$200 plus any travel expenses. This includes, but is not limited to, amended documents.
- Note 8** **1/We the owner/s seek the services of EGBP Building Surveyor, and confirm Brian Ross as the Relevant Building Surveyor for the works accompanying this Building Permit Application. I/we also confirm that no other Building Surveyor has been appointed for these works.**

Signature of Owner/Agent (please circle).....Date.....

PRINT NAME:.....

PLEASE NOTE: A builder can no longer sign this form prior to written authorisation to appoint the building surveyor from the owner

See vba.vic.gov.au for more details.

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