



**Building Act 1993**  
 Building Regulations 2018  
 Regulation 24  
**FORM 1**  
**APPLICATION FOR A BUILDING PERMIT**

Application Ref: _____		
	<b>Fee Amount</b>	<b>Code</b>
Permit + GST: \$ _____		
Build Levy: \$ _____	827	
Lodgement: \$ _____	910	
Stormwater: \$ _____	180	
Total: \$ _____		
Receipt No: _____		

**TO THE BUILDING SURVEYOR**

**FROM**  OWNER /  AGENT OF OWNER

Applicant: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ ACN/ARBN: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address for serving or giving of documents: \_\_\_\_\_  
*(Must be a physical address, i.e. not a post office box)*

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

**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 that lessee:

**OWNERSHIP DETAILS** *(if applicant is agent of owner)* *(insert full name(s))*

Name of owner(s): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ ACN/ARBN: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address for serving or giving of documents: \_\_\_\_\_  
*(Must be a physical address, i.e. not a post office box)*

**PROPERTY DETAILS**

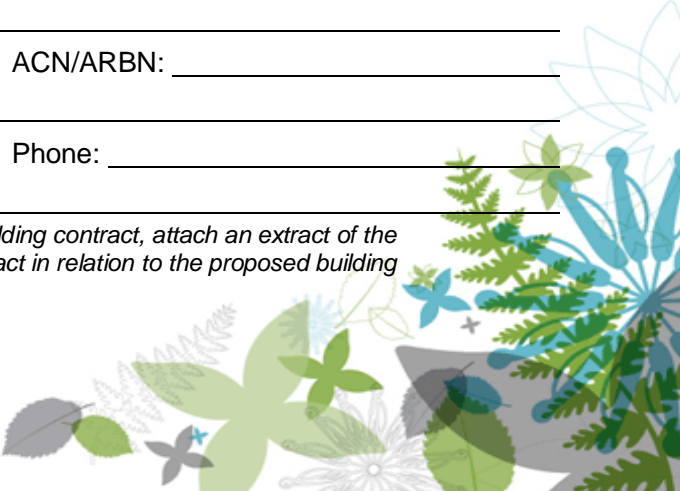
Land owned by the Crown or a public authority:

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_  
 City/Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Lot/s: \_\_\_\_\_ LP/PS: \_\_\_\_\_ Volume: \_\_\_\_\_ Folio: \_\_\_\_\_  
 Crown allotment/s: \_\_\_\_\_ Section: \_\_\_\_\_ Parish: \_\_\_\_\_ County: \_\_\_\_\_  
 Municipal District: \_\_\_\_\_ Allotment Area (for new dwellings only): \_\_\_\_\_ m2

**BUILDERS DETAILS** (if known)

Builder: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ ACN/ARBN: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 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)*



**NATURAL PERSON FOR SERVICE OF DIRECTIONS, NOTICES AND ORDERS***(if builder is a body corporate)*

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**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: \_\_\_\_\_

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Registration No: \_\_\_\_\_

**NATURE OF BUILDING WORK** (tick applicable)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Construction of new building    | <input type="checkbox"/> Re-erection of a building          | <input type="checkbox"/> Construction of swimming pool/spa         |
| <input type="checkbox"/> Demolition of a building        | <input type="checkbox"/> Removal of a building              | <input type="checkbox"/> Construction of swimming pool/spa barrier |
| <input type="checkbox"/> Extension to existing building  | <input type="checkbox"/> Change of use to existing building | <input type="checkbox"/> Other: _____                              |
| <input type="checkbox"/> Alteration to existing building |   |  |

**PROPOSED USE OF BUILDING****OWNER BUILDER**I intend to carry out the work as an owner builder:  Yes  No

Owner builder certificate of consent number (if applicable): \_\_\_\_\_

**COST OF BUILDING WORK**

Is there a contract for the building work?

 Yes - state the contract price Cost of works is: \$ \_\_\_\_\_ No - state the estimated cost of the building work Cost of works is: \$ \_\_\_\_\_  
*(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 building work

Extent of Stage: \_\_\_\_\_

Cost of works for this stage \$ \_\_\_\_\_

**APPOINTMENT OF RELEVANT BUILDING SURVEYOR**

I/We hereby appoint the Building Surveyor at the Colac Otway Shire (pursuant to s.76 of the Building Act 1993) as the Relevant Building Surveyor (RBS) to carry out the following:

- Assessment and issuing of the building permit;
- Carrying out the required inspections; and
- Issuing the Occupancy Permit/Certificate of Final Inspection as required

I/We advise that the works have not commenced and no other Building Surveyor has been appointed as the RBS and that there are no outstanding building notices or orders relative to this property.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENT AUTHORISATION**

To be completed by owner where applicant is acting on behalf of the owner

I/We: \_\_\_\_\_ (Owners Name)

Hereby authorise the applicant to lodge an application for a building permit with the Colac Otway Shire and to act on my/our behalf in this matter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:** *The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*

# BUILDING PERMIT DOCUMENT CHECKLIST

## DOCUMENTS REQUIRED FOR ALL APPLICATIONS

- Lot Details** - One copy of current Title, including a plan of subdivision and any covenants applicable
- Fees** - To be paid on receipt of application (on submission of application or invoiced)
  - Building Permit Application Fee (includes: Assessment, Building Permit, max. 4 inspections, Final Certificate/Occupancy Permit)
  - Building Levy (works over \$10,000)
  - Lodgement Fee (excluding community residential buildings, refer to Building Regulation 281)
  - Stormwater Location (if applicable)

## APPLICATION FOR PERMIT TO CONSTRUCT OR ALTER A BUILDING

- Building Plans (3 copies)**
  - Construction plans showing:
 

<ul style="list-style-type: none"> <li>○ the plan at each floor level</li> <li>○ elevations</li> <li>○ sections</li> <li>○ dimensions</li> </ul>	<ul style="list-style-type: none"> <li>○ the sizes and locations of structural members to a scale of not less than 1:1000</li> </ul>	<ul style="list-style-type: none"> <li>○ any details that are necessary to show compliance to a scale of not less than 1:20, or to other approved scales</li> </ul>
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  - Allotment (site) plan to a scale of not less than 1:500 or other approved scales, showing:
    - The boundaries and dimensions of the allotment and any easements that are relevant to the proposed building work
    - the distance to the nearest intersecting street
    - the position and dimensions of the proposed building and its relationship to:
      - the boundaries of the allotment; and
      - any existing building on the allotment; and
      - any part of a building or land on an adjoining allotment if necessary to show compliance with the Building Act and Regulations
    - the levels of the allotment, floors of the building, street drainage channel and stormwater drainage
    - the layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Building Act and Regulations
    - the location, dimensions and area of impermeable surfaces covering the allotment
    - the location and dimensions of car parking spaces
    - the location, dimensions and area of private open space

- Specifications** - Specifications describing materials and methods to be used in construction or alterations

- Statement of Use** – A statement of the use or proposed use of all buildings shown on the site plan

- Computations** – Three (3) copies of any computations or reports necessary to demonstrate that the building and building work will, if constructed in accordance with the computations and reports, comply with the Building Act and Regulations

- Alterations** - Three (3) copies of drawings and site plan that clearly differentiate between the existing building and the proposed building work for which the permit is sought

## APPLICATION FOR PERMIT TO DEMOLISH OR REMOVE BUILDING

- Building Plans (3 copies)**
  - An outline and a description of the building or part of the building to be demolished or removed
  - Allotment (site) plan showing the location of
    - the building in relation to the boundaries of the allotment and adjoining buildings; and
    - other buildings on the allotment; and
    - streets, footpaths or crossings adjoining the allotment
  - Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers

- Computations** – if only part of the building is to be demolished or removed, computations or other information to show that the remainder of the building will comply with the Building Act and the Regulations either as it remains after the proposed demolition or removal takes place or after other works are undertaken

- Written Description** – Written description of the demolition or removal procedure

- Demolisher Experience** – Evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations

**APPLICATION FOR PERMIT WHERE SWIMMING POOL OR SPA PROPOSED**

- Safety Barrier** – Detailed drawings and specifications of the proposed barrier that
- Clearly show the location of the swimming pool or spa and the barrier on the allotment; and
  - Demonstrate the barriers compliance with the Building Regulations

**ADDITIONAL INFORMATION TO ACCOMPANY APPLICATION FOR PERMIT**

The relevant building surveyor may require all or any of the following information to be submitted

- Planning Permit** - A copy of any Planning Permit relating to the proposed building work
- Cost of Works Breakdown** - If Owner/Builder nominated to carry out works, provide a breakdown list of proposed cost of works. A template is available on Colac Otway Shire website or our office's in Colac or Apollo Bay
- Bushfire Prone Area** - Bushfire Attack Level (BAL) Assessment (available at Council's Office or Website)  
Note: Provide three (3) copies of construction details showing compliance with Bushfire Attack Level
- Soil Report** – Three (3) copies of a Soil Report/Geotechnical Report
- Energy Rating Report** – Three (3) copies of an Energy Rating Report for the following works:
- New Dwelling or Re-Erection
  - Alterations/Extensions over 25% of the original dwelling (report required for new works only)
  - Alterations/Extensions over 50% of the original dwelling (report required for entire dwelling)
- Builders Home Owners Warranty Insurance Certificate** – if Builder nominated to carry out works (for domestic building works over \$16,000)
- Owner Builder Certificate of Consent** – If Owner/Builder nominated to carry out works – Owner Builder Certificate of Consent from the Victorian Building Authority – [www.vba.vic.gov.au](http://www.vba.vic.gov.au) (for domestic work over \$16,000)
- Protection of the public** – Details of measures for the protection of the public under Building Regulation 116
- BCA Compliance** – Documentary evidence to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the Building Code of Australia (BCA) Volume One or clause 1.2.2 of the BCA Volume Two
- Survey Plan** – Survey plan of existing site conditions prepared by a licensed surveyor within the meaning of the Surveying Act 2004
- Building Practitioners** – Evidence that each building practitioner to be engaged in, or to carry out, the building work
- Holds a building practitioner's certificate issued by the Authority under the Building Act; or
  - Is an architect registered under the Architects Act 1991 or is an insured architect (as the case requires)
- Building Envelope** – Details as to whether an approved building envelope applies to the allotment or to an adjoining allotment
- Essential Safety Measures** – A list of any essential safety measures to be provided in the building or place of public entertainment to which the building permit relates
- Bond for Re-Erection of Building** – Bond for completion of works - \$10,000 or cost of works, whichever is the lesser (Refundable on completion)
- Septic Tank** - Approval to Install Permit - Contact Council's Health Dept. on 03 5232 9400

**For any queries, please contact Council's Building Services on 03 5232 9400**

**The Building Permit fee schedule can be found at:**

<http://www.colacotway.vic.gov.au/Planning-building/Building-permits/Apply-for-a-building-permit>

OR

Contact Council's Building Services for a quote: Building Permit Fee: \$ \_\_\_\_\_  
 Building Levy: \$ \_\_\_\_\_  
 Lodgement Fee: \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

**Return Application to:** PO Box 283, Colac VIC 3250  
[inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

2-6 Rae St, Colac  
 69-71 Nelson St, Apollo Bay