



# APPLICATION FOR A BUILDING PERMIT

**TO** Relevant Building Surveyor at CFL Building Surveyors

FROM					
APPLICANT NAME:					
POSTAL ADDRESS:				POSTCODE:	
CONTACT PERSON:		MOBILE:		PHONE:	
EMAIL:				ACN:	
ADDRESS FOR SERVING DOCUMENTS:				POSTCODE:	
PERSON FOR SERVING INVOICES: (CIRCLE)	OWNER	APPLICANT	BUILDER	OTHER (PLEASE SPECIFY)	
IS APPLICANT A LESSEE OR LICENSEE OF CROWN LAND TO WHICH THIS APPLICATION APPLIES?				YES	<input type="checkbox"/>

OWNER					
NAME					
POSTAL ADDRESS:				POSTCODE:	
CONTACT PERSON:		MOBILE:		PHONE:	
EMAIL:				ACN:	

PROPERTY DETAILS							
NUMBER:		STREET:					
SUBURB:				POSTCODE:			
LOT/S:		LP/PS:		VOLUME:		FOLIO:	
CROWN ALLOTMENT		SECTION:		PARISH:		COUNTY:	
FLOOR AREA M <sup>2</sup>			MUNICIPAL DISTRICT:				
LAND OWNED BY THE CROWN OR A PUBLIC AUTHORITY?				ALLOTMENT AREA (NEW DWELLINGS ONLY) M <sup>2</sup> :			

BUILDER (IF KNOWN)					
NAME					
POSTAL ADDRESS:				POSTCODE:	
CONTACT PERSON:		MOBILE:		PHONE:	
EMAIL:				ACN:	

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).

BUILDING PRACTITIONERS AND/OR ARCHITECTS / DRAFTSMEN			
TO BE ENGAGED IN THE BUILDING WORK OR PREPARE DOCUMENTS FORMING PART OF THE APPLICATION FOR THIS PERMIT			
NAME:		CATEGORY/CLASS & REGISTRATION NUMBER:	
NAME:		CATEGORY/CLASS & REGISTRATION NUMBER:	
NAME:		CATEGORY/CLASS & REGISTRATION NUMBER:	
NAME:		CATEGORY/CLASS & REGISTRATION NUMBER:	
NAME:		CATEGORY/CLASS & REGISTRATION NUMBER:	



**NATURE OF BUILDING WORK (PLEASE TICK)**

CONSTRUCTION OF A NEW BUILDING		ALTERATIONS TO AN EXISTING BUILDING	
DEMOLITION OF A BUILDING		REMOVAL OF BUILDING	
EXTENSION TO AN EXISTING BUILDING		CHANGE OF USE OF AN EXISTING BUILDING	
RE-ERECTION OF A BUILDING		CONSTRUCTION OF SWIMMING POOL OR SPA BARRIER	
CONSTRUCTION OF SWIMMING POOL OR SPA		OTHER (GIVE DESCRIPTION)	

PROPOSE USE OF BUILDING: \_\_\_\_\_

**Note:** Under the **Building Act 1993 swimming pool** is defined to include a spa

**SOCIAL HOUSING**

DOES ANY OF THE BUILDING WORK INCLUDE THE CONSTRUCTION OF SOCIAL HOUSING AS REFERRED TO IN REGULATION 281B? (YES / NO)

*(INDICATE YES IF THE BUILDING WORK, WHICH IS THE SUBJECT OF THIS APPLICATION, INCLUDES THE CONSTRUCTION OF SOCIAL HOUSING OR IF OTHER BUILDING WORK, WHICH IS THE SUBJECT OF A RELATED STAGED BUILDING PERMIT, INCLUDES THE CONSTRUCTION OF SOCIAL HOUSING)*

**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)

*[INDICATE YES IF THE BUILDING WORK, WHICH IS THE SUBJECT OF THIS APPLICATION, INCLUDES THE CONSTRUCTION OR REPAIR OF A DWELLING WITHIN THE SAME MUNICIPAL DISTRICT AS THE DESTROYED OR DAMAGED RESIDENTIAL DWELLING.]*

**OWNER-BUILDER | COST OF BUILDING WORK**

I INTEND TO CARRY OUT THE WORK AS AN OWNER BUILDER? (CIRCLE) (YES / NO)

OWNER BUILDER CERTIFICATE OF CONSENT NO. (IF APPLICABLE) \_\_\_\_\_

IS THERE A CONTRACT FOR THE BUILDING WORK? YES  TOTAL CONTRACT PRICE: \$ \_\_\_\_\_

NO  ESTIMATED COST: \$ \_\_\_\_\_

DOES THE BUILDING WORK RELATE TO MORE THAN ONE CLASS OF BUILDING, INCLUDING A CLASS OF BUILDING REFERRED TO IN SECTION 205G(2A) OF THE BUILDING ACT 1993 AND A CLASS 1, 9 OR 10 BUILDING? (YES / NO)

IF YES, PROVIDE THE COST OF THE BUILDING WORK THAT RELATES TO THE CLASS OR CLASSES REFERRED TO IN SECTION 205G(2A) OF THE BUILDING ACT 1993 AND THE COST OF THE BUILDING WORK THAT RELATES TO A CLASS 1, 9 OR 10 BUILDING:

COST OF BUILDING WORK RELATING TO A CLASS 2 – 8 BUILDING \$ \_\_\_\_\_

COST OF BUILDING WORK RELATING TO A CLASS 1, 9 OR 10 BUILDING: \$ \_\_\_\_\_

**STAGE OF BUILDING WORK**

IF APPLICATION IS TO PERMIT A STAGE OF THE WORK (CIRCLE) (YES / NO)

EXTENT OF STAGE: \_\_\_\_\_

COST OF WORK FOR THIS STAGE: \$ \_\_\_\_\_ COST OF WORK FOR THE WHOLE OF BUILDING WORK: \$ \_\_\_\_\_

SIGNATURE	PRINT NAME
AGENT / OWNER (CROSS OUT WHICH ONE IS NOT APPLICABLE)	DATE

*(DOMESTIC BUILDERS ARE NOT PERMITTED TO APPOINT BUILDING SURVEYORS)*

\* BY SIGNING THIS DOCUMENT YOU ARE CONFIRMING THAT NO OTHER BUILDING SURVEYOR HAS BEEN PREVIOUSLY APPOINTED TO UNDERTAKE THESE WORKS AND ARE ACCEPTING THE TRADING TERMS & CONDITIONS OF CFL BUILDING SURVEYORS. A COPY OF THESE TERMS & CONDITIONS IS AVAILABLE ON OUR WEBSITE OR CAN BE OBTAINED BY CONTACTING OUR OFFICE.

**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 Draftsperson who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications ; or
  - (f) A 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, restrictions on sale of the property apply under section 137B of the Act. Section 137B also prohibits an owner builder of domestic building work from selling the building within 6 ½ years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic building insurance providers.



## PROCESS AND TIME-FRAME FREQUENTLY ASKED QUESTIONS

### How do I proceed with obtaining a building permit?

Fill out our Application for a Building Permit form ensuring this has been fully completed, including signing and dating the second page. Without this form, we cannot commence work on your application.

Along with the completed application form we require supporting documentation. We can supply a checklist upon request.

*\* If you don't yet have all the information on the checklist you can still submit your application. So long as we have enough information to enable the Surveyor to assess your application, we can get things moving for you.*

### Can I submit an application if I have not yet chosen a builder for my project?

Yes definitely, this will get your application in the system and started. Please note however, we cannot issue your building permit until you have supplied all details of your chosen builder (name, address, contact details and registration number), and the job specific warranty insurance.

### What is your turn around time?

Generally, you will have received an assessment of your application within 2 weeks of submitting your application. Once the assessment has been sent, we then wait for the additional information/action from you. The surveyor will send out an updated assessment once the additional documentation has been reviewed.

Council information is also required to be obtained which may take up to two weeks.

*\* Timeframes may vary depending on workloads.*

### How many inspections do I require/have included in my permit application?

The Building Surveyor decides the mandatory inspections that are required for your specific project during the assessment stage. Inspections included depends on CFL's fees also. If you require more than the allowed number of inspections, you will be charged for each additional inspection.

*\* It is recommended that you obtain a quotation prior to submitting your building permit application. This will list all fees to obtain this permit, and the number of allowed inspections in the fee. It will also list disbursements and additional charges that may be incurred along the way.*

### Who can/can't appoint a Building Surveyor for my project?

Domestic builders cannot appoint a Building Surveyor on behalf of an owner. Only the owner of the property, a draftsman or architect may appoint a Building Surveyor.

*\* This is a law set in place by the Victorian Building Authority (VBA) which took effect 2016.*

### Can I lodge my application electronically?

Yes. We are now issuing building permits and stamping electronically. We require pdf copies of all plans and supporting documentation emailed to our office. When your building permit is issued, we then email you soft copies of all stamped approved documents and plans, along with your building permit.



### If I pay my invoice right away, will this get things moving quicker?

No. Paying your invoice early does not accelerate the assessment time. Payment is expected within CFL's 30-day payment terms (which are agreed by you upon signing the application form), or upon issue of the building permit if this is before the due date of the invoice.