Application for a Building Permit

Form 1　　　**Building Act 1993**　　　**Building Regulations 2018**　　　**Regulation 24**

To: Municipal Building Surveyor, Macedon Ranges Shire Council

From: Applicant

Owner/Agent of Owner: _____

ACN/ARBN: _____

Postal address: _____

Postcode: _____

Address for serving documents: _____

(If different from postal address)

Contact person: _____

Telephone: _____

Email: _____

Is the applicant a lessee or licensee of Crown land to which this application applies?　☐ 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

Ownership details (only if agent of owner is listed above)

Owner/Agent of Owner: _____

Postal address: _____

ACN/ARBN: _____

Postcode: _____

Contact person: _____

Telephone: _____

Email: _____

Property details

Number: _____　Street: _____　Town: _____

Lot/s: _____　LP/PS: _____　Volume: _____

Folio: _____　CA: _____　Section: _____

Parish: _____　County: _____　Postcode: _____

Municipal District　　Macedon Ranges Shire

Allotment Area (for new dwellings only) _____

Is the land owned by the Crown or a public authority?
☐ Yes　　　　　　　　　　　☐ No

Owner-builder

I intend to carry out the work as an owner-builder.

☐ Yes ☐ No

If applying as an Owner-builder for domestic building work a certificate of consent as an Owner-builder is required from the Victorian Building Authority.

If not applying as an Owner-builder, you must provide the relevant Builders Registration details.

Builders Details (if known)

Name: _____

Postal address: _____

Postcode: _____

Contact person: _____

Telephone: _____

Email: _____

Building Practitioners and/or architects:

a) to be engaged in the building work:

Name: _____ Category/Class: _____ Registration No: _____

b) who were engaged to prepare documents forming part of the application for this permit.

Name: _____ Category/Class: _____ Registration No: _____

Name: _____ Category/Class: _____ Registration No: _____

If a registered domestic builder is carrying out domestic building work over $16,000, attach a copy of the required insurance must be provided.

Nature of building work:

☐ Construction of a new building   ☐ Change of use of an existing building

☐ Re-erection of a building   ☐ Extension to an existing building

☐ Removal of a building   ☐ Construction of a swimming pool or spa

☐ Demolition of a building   ☐ Construction of a safety barrier to a swimming

☐ Alterations to a building   pool or spa

☐ Other (specify) _____

Proposed use of building _____

Cost of building work

Is there a contract for the building work?   ☐ Yes ☐ No

If yes, state the contract price: _____

If no, state the estimated cost of building work (including the cost of labour and materials) and attach details of the method of estimation: _____

Stage of building work:

If this application is to permit a stage of the work-

Extent of stage: _____

Cost of work for this stage: _____

Signature of applicant: _____ Date: _____

Privacy

Macedon Ranges Shire Council will only collect information from you with your knowledge and consent. Council will use personal information provided by you for the purposes for which it was collected. Personal information you provide to Council is protected by the Privacy and Data Protection Act 2014. Council will not disclose your personal information to a third party unless required by law.

Payment options

In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres.

By Mail: cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below.

Mail this form and payment to PO BOX 151 KYNETON VIC 3444.

Credit card payment authorisation

Mastercard ☐ Visa ☐

I authorise you to charge the following amount to my credit card: $ _____

Name on card:

Credit card number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry date (xx/xx): _____ Signature: _____