

# FORM 1

## APPLICATION FOR A BUILDING PERMIT

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

To: **Municipal Building Surveyor**

From:

Owner/Agent of Owner \_\_\_\_\_ ACN/ARBN \_\_\_\_\_

Postal Address of applicant \_\_\_\_\_ P/Code \_\_\_\_\_

Address for serving or giving documents

\_\_\_\_\_ P/Code \_\_\_\_\_

Email \_\_\_\_\_

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

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

### 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: ☐ tick if applicable

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

### \*Ownership details (if applicant is agent of owner)

Name of Owner \_\_\_\_\_ ACN / ARBN \_\_\_\_\_

Email \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Postal Address \_\_\_\_\_ P/Code \_\_\_\_\_

### Property Details

No. \_\_\_\_\_ St /Rd \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_

Crown Allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_

Municipal District **Monash City Council** Allotment Area (new dwellings only) \_\_\_\_\_ m<sup>2</sup>

Land owned by the Crown or a public authority: ☐ tick if applicable

**Builder** (if known) Name \_\_\_\_\_ Phone \_\_\_\_\_

Postal Address \_\_\_\_\_ P/Code \_\_\_\_\_

Email \_\_\_\_\_

**Building practitioners and/or architect**

(a) to be engaged in the building work

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 were 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 if applicable or give other description)

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

Proposed use of building \_\_\_\_\_

### Owner Builder

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? Yes ☐ No ☐ If Yes, state the contract price \$\_\_\_\_\_

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 work)

Extent of Stage \_\_\_\_\_ Cost of building work for this stage \$\_\_\_\_\_

Signature of applicant \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Please Note: This application will not be allocated for processing unless all fees have been paid.**

### SUBJECT PROPERTY ADDRESS:

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### PAYMENT OPTIONS:

#### In Person at:

293 Springvale Road Glen Waverley

or

#### Mail – Credit Card/Cheque/Money Order:

PO Box 1 GLEN WAVERLEY VIC 3150

### Privacy Collection Statement

Monash City Council ("Council") collects personal information via this form to provide you with the service you are seeking and/or to fulfill its statutory responsibilities, and for related purposes which you may reasonably expect. Council will not release or provide your personal information to any other person or body, unless (a) it has been authorised to do so by you, or (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you do not supply the requested information, we may not be able to provide you with the service and/or fulfill our statutory responsibilities. You may gain access to your personal information by contacting Council's Privacy Officer via telephone on 9518 3555 or email at [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au). Further details are available at the Privacy page on Council's website ([www.monash.vic.gov.au](http://www.monash.vic.gov.au)).

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