

Office Use Only	
Application No.: .....	Date Received: .....



**CORANGAMITE  
SHIRE**

# FORM 1: APPLICATION FOR A BUILDING PERMIT

Building Act 1993

Building Regulations 2018 Regulation 24

**TO: Municipal Building Surveyor, Corangamite Shire**

## FROM:

Please select one: ☐ \*Owner ☐ \*Agent of Owner \*ACN/\*ARBN: .....

Name: .....

Postal address of applicant: .....

..... Postcode: .....

Email: .....

Address for serving or giving of documents: .....

..... Postcode: .....

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

Contact Person: ..... Phone No.: .....

Email: .....

## 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): ☐

## \*OWNERSHIP DETAILS (if applicant is agent of owner)

Name of owner: ..... \*ACN/\*ARBN: .....

Postal Address: .....

..... Postcode: .....

Contact Person: ..... Phone No.: .....

Email: .....

## PROPERTY DETAILS

Number: ..... Street/Road: .....

Town: ..... Postcode: .....

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

Crown Allotment: ..... Section: ..... Parish/County: .....

Municipal District: ..... Allotment Area (for new dwellings only) m<sup>2</sup>: .....

Land is owned by the Crown or a public authority (tick if applicable) ☐

## CORANGAMITE SHIRE COUNCIL

Civic Centre, 181 Manifold Street, Camperdown VIC 3260  
Telephone: 03 5593 7100 Email: building@corangamite.vic.gov.au  
www.corangamite.vic.gov.au

**BUILDER**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\*ACN/\*ARBN: \_\_\_\_\_ \*Building practitioner registration no. \_\_\_\_\_

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

Postcode: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**BUILDING PRACTITIONERS 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.]*

<u>Name</u>	<u>Category/Class</u>	<u>Registration Number</u>
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_____	_____	_____
_____	_____	_____

**NATURE OF BUILDING WORK**

- |   |  |
|---|--|
| <input type="checkbox"/> Construction of a new building               | <input type="checkbox"/> Alterations to an existing building   |
| <input type="checkbox"/> Demolition of a building                     | <input type="checkbox"/> Removal of a building                 |
| <input type="checkbox"/> Extension to an existing 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"/> Construction of small second dwelling |

☐ Other (give description): \_\_\_\_\_Proposed use of the building: \_\_\_\_\_ New floor area (m<sup>2</sup>): \_\_\_\_\_**\*OWNER-BUILDER**I intend to carry out the work as an owner-builder: ☐ Yes ☐ No

Owner-builder certificate of consent no. (if applicable): \_\_\_\_\_

**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.  
(see table on page 4)

\$ \_\_\_\_\_

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## 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

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

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

*\* Complete if applicable*

**DECLARATION:** The Corangamite Shire Council collects personal information to levy rates, issue permits and licenses, 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 5593 7100.

## BREAK DOWN OF BUILDING COSTS

Project: \_\_\_\_\_

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

ITEM	DESCRIPTION OF WORK	AMOUNT \$
1	Preliminaries/Excavations (benching site, materials, tree removal, machinery costs, etc.)	
2	Concreting (@ \$220 per cubic metre, footings, concrete slab & labour costs)	
3	Structural steel work (i.e. shed kit/erection costs)	
4	Bricklaying	
5	Carpentry/Timber construction	
6	Roof plumbing (installation by licenced plumber including labour costs)	
7	Drainage works (installation by licenced plumber including labour costs)	
8	Electrical (lights, power points, etc. installed by licenced electrician)	
9	Contract Works (included owners/family/friends labour costs)	
10	Miscellaneous works	
TOTAL AMOUNT (including labour)		\$

***It is a requirement of the Victorian Building Authority (VBA) that all building projects accurately reflect their correct contract value and the appropriate building levies are paid (if any).***

## BUILDING PERMIT APPLICATION FEES

Building Application Fee	\$ _____	based on the cost of works
Lodgement Fee	\$ 138.30	
<b>VBA Levy</b>	\$ _____	0.128% of the cost of works (for works >\$10,000 payable to VBA)
Certificate of Title Search	\$ _____	
Security Deposit	\$ _____	
TOTAL	\$ _____	

***Council building fees are payable upon lodgement of your application and can be paid at the Council Offices or at [www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au) (using a credit card). You will receive an invoice from the VBA for payment of the VBA levy portion of the fees.***

## INFORMATION TO BE SUBMITTED WITH BUILDING APPLICATION

- ☐ Completed building permit application form, including table on page 3 showing written, itemised cost of works including labour
- ☐ Copy of town planning approval if applicable (Planning Permit)
- ☐ Payment of the required building permit application fees
- ☐ Current copy of Certificate of Title including title plan or plan of subdivision and applicable restrictive covenants such as a Section 173 Agreement (search should have been produced within the last 6 months)
- ☐ Site plan
- ☐ Floor plan
- ☐ Elevation plans
- ☐ Construction specifications (these can be shown on plans)  
(including timber/steel sizes, spacings and stress grades, slab and footing dimensions, reinforcement size)
- ☐ Structural plans
- ☐ Structural computations
- ☐ Engineers Certificate of Compliance for design (Reg. 126 issued to MBS Corangamite Shire)
- ☐ Owner Builders Certificate of Consent (if applicable)  
(If owner builder and the cost of the building works exceeds \$16,000, then a Certificate of Consent from the Building Practitioner's Board is required. The owner-builder application kit can be downloaded from the Victorian Building Authority website - [www.vba.vic.gov.au](http://www.vba.vic.gov.au) )
- ☐ Builders warranty insurance  
(when a registered builder is completing works and cost exceeds \$16,000)
- ☐ Soil investigation report
- ☐ Evidence of 6 star energy efficiency rating
- ☐ Bushfire Attack Level Assessment Report
- ☐ Evidence of suitable wastewater treatment system or septic tank  
(contact Corangamite Shire Environmental Health Department for further advice)
- ☐ Application for Combined Allotment Determination (Reg. 64)  
(This application must be made by the owner/s of the land. An application form is available on Council's website - [www.corangamite.vic.gov.au](http://www.corangamite.vic.gov.au))

**NOTE: This list is provided as a guide only and additional information may be required in order for a complete assessment to be undertaken depending on the nature, size and/or complexity of the building work. It may not be possible at the time of the application to determine if an item listed is relevant to your application or additional information may be required, i.e. report and consent, etc.**

**Should you have any questions or you would like to discuss your application in person please don't hesitate to contact the Building Department on 03 5593 7100 to make an appointment.**