

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) m²:

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

OWNER-BUILDER

Do you intend to carry out the work as an owner-builder ☐ Yes ☐ No

Owner-Bulder Certificate of Consent No. _____

(If cost of works is greater than \$20,000)

BUILDER

Name: _____ Phone No.: _____

*ACN/*ARBAN: _____ *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>
_____	_____	_____
_____	_____	_____

NATURE OF BUILDING WORK

- | | |
|---|--|
| ☐ Construction of a new building | ☐ Alterations to an existing building |
| ☐ Demolition of a building | ☐ Removal of a building |
| ☐ Extension to an existing building | ☐ Change of use of an existing building |
| ☐ Re-erection of a building | ☐ Construction of swimming pool or spa |
| ☐ Construction of swimming pool or spa barrier | ☐ Construction of small second dwelling |
| ☐ Other (give description): _____ | |

Proposed use of the building: _____ New floor area (m²): _____

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 of the Building Regulations 2018? ☐ Yes ☐ No

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[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, which is the subject of a related staged building permit, includes the construction of social housing.]

COST OF BUILDING WORK

Note:

All costs specified in an application are to be inclusive of GST.

IF APPLICATION FOR A BUILDING PERMIT IS MADE BY A PERSON OTHER THAN AN OWNER-BUILDER:

Part A

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder for carrying out the building work? ☐ Yes ☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$ _____

If no, is there a cost-plus contract or agreement with a builder for carrying out the building work?

☐ Yes ☐ No

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including the cost of labour and materials) under the contract or agreement.

\$ _____

Specify the cost of any chattel under the contract or agreement.

\$ _____

Specify the cost of any prescribed excluded item under the contract or agreement.

\$ _____

Part B

Specify the class or classes of building to which the building work relates:

Does the building work relate to both –

- i. one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii. one or more buildings in a class 1, 9 or 10 building?

☐ Yes ☐ No

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If yes, specify the information required under Part A and under Part C (if applicable) according to whether the building relates to-

- i. buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and (ii) buildings in a class 1, 9 or 10 building.

Part C

All stages of staged building work

Does the application relate to a stage of the whole of the building work?

If yes, specify the extent of the stage. _____

Is there a contract or agreement (other than a cost-plus contract or agreement) for carrying out the whole of the building work for all stages?

☐ Yes

☐ No

If yes, specify the contract price or agreed amount to be paid to the builder (including for the cost of labour and materials) under the contract or agreement.

\$ _____

If no, is there a cost-plus contract or agreement with a builder for carrying out the whole of the building work for all of the stages?

☐ Yes

☐ No

If yes, specify the builder's estimate of the total amount that the builder will receive or is likely to receive (including the cost of labour and materials) under the contract or agreement.

\$ _____

Specify the cost of any chattel under the contract or agreement.

\$ _____

Specify the cost of any prescribed excluded item under the contract or agreement.

\$ _____

IF APPLICATION IS MADE BY AN OWNER-BUILDER:

Part A

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

☐ Yes

☐ No

Specify the owner-builder certificate of consent number (if applicable) _____

Specify the owner-builder's estimated cost (including for labour and materials) of the owner-builder carrying out the building work.

\$ _____

Part B

Will the owner-builder be engaging one or more builders to carry out part of the building work?

☐ Yes

☐ No

If yes specify the information in relation to whichever of the following applies –

- i. if the engagement is under a contract or agreement that is not a cost-plus contract or agreement, specify the contract price or agreed amount to be paid to each builder (including for the cost of labour and materials).

\$ _____

- ii if the engagement is under a cost-plus contract or agreement, specify the builder's estimated amount that each builder will receive or is likely to receive (including the cost of labour and materials).

\$ _____

Part C

Specify the cost of any chattel relating to Part A or Part B

\$ _____

Specify the cost of any prescribed excluded item relating to Part A and/or Part B

\$ _____

Part D

All stages of staged building work by an owner-builder

Does the application relate to a stage of the whole of the Building work?

☐ Yes

☐ No

If yes, specify the extent of the stage _____

Specify the owner-builder's estimated cost (including or labour and materials) of the owner-builder carrying out the whole of the building work for all stages.

\$ _____

Specify the cost of any chattel in relation to building work carried out by the owner-builder.

\$ _____

Specify the cost of any prescribed excluded item in relation to building work carried out by the owner-builder..

\$ _____

Is there a contract or agreement (other than a cost-plus contract or agreement) with a builder to carry out part of the whole of the building work for all stages?

☐ Yes

☐ No

If yes, specify the contract price or agreed amount to be paid to builder (including for the cost of labour and materials) under the contract or agreement.

\$ _____

If no, is there a cost-plus contract or agreement with a builder to carry out part of the whole of the building work for all stages?

☐ Yes

☐ No

If yes, specify the builder's estimate of the total amount that the builder will likely receive or is likely to receive (including the cost of labour and materials) under the contract or agreement. \$ _____

Specify the cost of any chattel under the contract or agreement. \$ _____

Specify the cost of any prescribed excluded item under the contract or agreement. \$ _____

Part E

Specify the class or classes of building to which the building work relates:

Does the building work relate to both –

- i. one or more buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii. one or more buildings in a class 1, 9 or 10 building? ☐ Yes ☐ No

If yes, specify the information required under Part A and/or Part B (if applicable) and under Part C and Part D (if applicable) according to whether the building work relates to-

- i. buildings in a class 2, 3, 4, 5, 6, 7 or 8 building; and
- ii. (buildings in a class 1, 9 or 10 building.

Application checklist for inclusion ☐ Yes ☐ No

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.

NOTES

Class of Building (refer to the National Construction Code (NCC))

1. Dwelling or dwelling extension
2. Two or more dwellings
3. Residential accommodation
4. Dwelling attached to Class 5, 6, 7, 8 or 9 building
5. Office building
6. Shop or retail building
7. Storage building (for commercial purposes)
8. Manufacturing building
9. Healthcare or assembly building
10. Garage, farm building, swimming pool, fence, poles/masts or the like

INFORMATION TO BE SUBMITTED WITH BUILDING APPLICATION

- ☐ Completed building permit application form
- ☐ Copy of town planning approval if applicable (Planning Permit)
- ☐ Payment of the required building permit application fees including State Levy (Council and/or Building & Plumbing Commission (BPC) will invoice)
- ☐ 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 \$20,000, then a Certificate of Consent from the Building Practitioner's Board is required. The owner-builder application kit can be downloaded from the BPC website - 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 7 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)

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.

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Building Permit Application Form
Last updated January 2026