

# APPLICATION FOR A BUILDING PERMIT

**HOBSONS  
BAY CITY  
COUNCIL**



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

**Note:** Submissions can be lodged electronically to [building@hobsonsbay.vic.gov.au](mailto:building@hobsonsbay.vic.gov.au)

To Municipal Building Surveyor

## From

\*Owner/\*Agent of owner \_\_\_\_\_ \*ACN/\*ARBN \_\_\_\_\_  
Postal address of applicant \_\_\_\_\_ Postcode \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_  
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  †

## 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  †

## \*Ownership details (only if agent of owner listed above)

Name of owner(s) \_\_\_\_\_ \*ACN/\*ARBN \_\_\_\_\_  
Postal address \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact person \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

## Property details

Number \_\_\_\_\_ Street/Road \_\_\_\_\_ City/suburb/town \_\_\_\_\_  
Postcode \_\_\_\_\_ Municipal district \_\_\_\_\_  
Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_  
Crown allotment \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_ County \_\_\_\_\_  
Allotment area (for new dwellings only) m<sup>2</sup> \_\_\_\_\_  
Land owned by the Crown or a public authority  †

## Builder

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
\*Building practitioner registration no. \_\_\_\_\_ \*ACN/ARBN \_\_\_\_\_  
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 \_\_\_\_\_ Telephone \_\_\_\_\_  
Postal address \_\_\_\_\_ Postcode \_\_\_\_\_

## Building practitioner 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.]*

Name \_\_\_\_\_ Cat./Class \_\_\_\_\_ Reg. No. \_\_\_\_\_  
Name \_\_\_\_\_ Cat./Class \_\_\_\_\_ Reg. No. \_\_\_\_\_

**Nature of building work**

- † Construction of a new building [specify building(s)] \_\_\_\_\_
- † Alterations to an existing building
- † Demolition of a building
- † Extension to an existing building
- † Removal of a building
- † Re-erection of a building
- † Change of use of an existing building
- † Construction of a swimming pool or spa barrier
- † Construction of a swimming pool or spa
- † Other [give description] \_\_\_\_\_

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

**\*Owner-builder**

I intend to carry out the work as an owner-builder      YES | NO    (please circle)

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

**Cost of building work**

Is there a contract for the building work?    YES | NO    (please circle)

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 work for this stage    \$ \_\_\_\_\_

**Signature**

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

Date \_\_\_\_\_

\* Delete if inapplicable

† Tick if applicable