



Application for a Building Permit

Form 1. Building Act 1993, Building Regulations 2018
Regulation 24

To the Municipal Building Surveyor:

Appointment

Applicant Details:

Applicants Name

ACN/ARBN

Applicants Postal Address

Email Address

Applicants Name

Address for serving or giving documents

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

Consent of Owner

Owner Name

Owner Signature

Date



Ownership details (if multiple owners, provide separate details of each owner using this cover sheet)

Name's

Surname

Company Name

ACN/ARBN if applicable

Contact Person

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

Postal Address for the Purpose of Notices

Postcode

State

Preferred Method of Contact (please tick one)

Mail Email

Land owned by the Crown or public authority Yes No

Property details:

Street Number Street/road

Suburb

Postcode State

VIC

Lot/s

LP/PS

Volume

Folio

Crown Allotment

Section

Parish

County

Allotment Area (for new dwellings only)

Agents Authority by Owner

Section 248 of the Building Act 1993. A person must not act on behalf of an owner of a building or land for the purpose of making an application, appeal or referral under this act or the regulations unless the person is authorised in writing by the owner to do so.

I being the owner of the property at the above-mentioned address have appointed the below agent as my agent to apply for a Building Permit including other relevant permits and/or consents on my behalf for the works specified in the Building Permit Application.

Agents first name

Surname

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

Preferred Method of Contact (please tick one)

Mail

Email

ACN/ARBN if applicable

Builder

Builders Registration Number

Company Name

First name

Surname

Contact Person

Postal Address for the Purpose of Notices

Natural Person for service of directions, notices and orders

Street Number Street/road

Suburb

Postcode

State

Country

Telephone Number

Email

ACN/ARBN if applicable

Does Regulation 268 Exemption Apply?

YES

NO

Building Practitioner or Architect engaged to prepare documents for this permit

Name

Category/Class

Registration no.

Name

Category/Class

Registration no.

Nature of the Building Works

BCA Classification refer to page 7 for explanation

Building Class

Construction of a new building	Extension to an existing building
Alterations to an existing building	Change of use of an existing building
Demolition of a building	Re-erection of a building
Removal of a building	Other (provide details below)
Construction of a swimming pool or spa	Construction of a swimming pool or spa barrier

Note: Under the **Building Act 1993 swimming pool** is defined to include a spa

Description of Work

Proposed use of Building

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 (if yes describe below) NO

Emergency recovery

Does any of the building work include the construction of a dwelling that was destroyed or damaged in as emergency referred to in regulation 166J(b) of the Building Regulations 2018?

YES NO

Owner-builder (if applicable)

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

YES NO

Owner Builder certificate of consent No.

Date of Issue

Value of Work

Name of Owner Builder

Cost of Building Work

Building works can be done in different stages. This application may be for staged work on signed permit.

Is there a contract for the building work?

YES NO

If yes, state 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.

Does any of the building work relate to more than one class of building, including a class of building referred to in section 205G(2A) of the **Building Act 1993** and a class 1, 9 or 10 building?

YES NO

If yes, provide the cost of the building work that relates to the class or classes referred to in section 205G(2A) of the Building Act 1993 and the cost of the building work that relates to a class 1, 9, or 10 building:

Cost of building work relating to a class 2, 3, 4, 5, 6, 7 or 8 building

Cost of building work relating to a class 1, 9 or 10 building

Stage of building work

If application is to permit a stage of work

Extent of stage

Cost of work for this stage

Cost of work for the whole of the building work

Signature

Signature of applicant

Date

Office use only

Municipal Building Surveyor

Building Surveyor Registration Number

Municipality Code

Internal Permit Application Number

VBA Application Number

Date Application Submitted

How to submit

Please submit your completed form with any required documentation via one of the methods below.

↑ In Person

Frankston City Council - Civic Centre
30 Davey Street
Frankston

Seaford Community Centre
1/6 Broughton Street
Seaford

Langwarrin Customer Service Centre
Shop 6, Gateway Shopping Centre
230 Cranbourne-Frankston Road
Langwarrin

✉ By Mail

Frankston City Council
PO BOX 490
Frankston VIC 3199

✉ By Email

Please email the completed application form with any required supporting documentation to: info@frankston.vic.gov.au

Disclaimer

It is the owner's responsibility to ensure that all information provided, including documentation relating to the permit application is true and correct. Frankston City Council and its employees will not be responsible for checking the accuracy of information provided, nor check for any errors or omissions. Information accepted as part of this application is done in 'good faith'. It is an offence under Section 246 of the Building Act 1993 for a person to knowingly make any false or misleading statement or provide any false or misleading information to a person or body carrying out a function under this act or regulations

Notes

Note 1: Building practitioner means:

- (a) a building surveyor; or
 - (b) a building inspector; or
 - (c) a quantity surveyor; or
 - (d) an engineer engaged in the building industry; or
 - (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits or permit applications; or
 - (f) a builder including a domestic builder; or
 - (g) a person who erects or supervises the erection of prescribed temporary structures; or
- Authorised by the Chief Parliamentary Counsel
- (h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners—but does not include—
 - (i) an architect; or
 - (j) a person (other than a domestic builder) who does not carry on the business of building.

Note 2: Include building practitioners with continuing involvement in the building work.

Note 3: Include only building practitioners with no further involvement in the building work.

Note 4: The use of the building may also be subject to additional requirements under other legislation such as the **Liquor Control Reform Act 1998** and the **Dangerous Goods Act 1985**.

Note 5: If an owner-builder there are restrictions on the sale of the building under section 137B of the **Building Act 1993**. Section 137B prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6½ years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Victorian Building Authority maintains a current list of domestic insurance providers.

Please note

The permit application fee is non-refundable once an application has been lodged.

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases, this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.