

BUILDING ACT 1993  
BUILDING (INTERIM) REGULATIONS 2005  
Regulation 301  
Form 1  
**APPLICATION FOR BUILDING PERMIT**

**TO THE MUNICIPAL BUILDING SURVEYOR**

**FROM**

Applicant \_\_\_\_\_ Mobile \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**OWNERSHIP DETAILS**

Owner \_\_\_\_\_ Mobile \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**PROPERTY DETAILS**

Number \_\_\_\_\_ Street/Road \_\_\_\_\_  
Suburb/Town \_\_\_\_\_ Postcode \_\_\_\_\_  
Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_ Volume \_\_\_\_\_ Folio \_\_\_\_\_  
Crown allotment/s \_\_\_\_\_ Section \_\_\_\_\_ Parish \_\_\_\_\_  
County \_\_\_\_\_ Allotment Area (new dwellings only) \_\_\_\_\_

**BUILDER** (if known) \_\_\_\_\_ Ph: \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Contact Person \_\_\_\_\_ Mobile \_\_\_\_\_

Building Practitioners and / or architect<sup>1</sup>

(a) to be engaged in building work<sup>2</sup>

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 submitted with this application.<sup>3</sup>

Name \_\_\_\_\_ Category/Class \_\_\_\_\_ Registration No \_\_\_\_\_  
Name \_\_\_\_\_ Category/Class \_\_\_\_\_ Registration No \_\_\_\_\_

Details of Domestic Building Work Insurance<sup>4</sup> *(delete if not applicable)*

The issuer or provider of the required insurance policy is \_\_\_\_\_  
*(Insert name of policy issuer or provider)*

**NATURE OF BUILDING WORK** (Tick if applicable)

Construction of new building  Extension to existing building  Alterations to existing building   
Demolition of building  Removal of a building  Re erection of a building   
Change of use to existing building  Other \_\_\_\_\_ (give description)  
Proposed use of building \_\_\_\_\_

**OWNER BUILDER**

I intend to carry Out the work as an owner builder<sup>5</sup> (Yes /No)

Area of building work \_\_\_\_\_ m<sup>2</sup>

Materials

Floor \_\_\_\_\_ External Walls \_\_\_\_\_ Frame \_\_\_\_\_

Roof \_\_\_\_\_ Number of Storeys \_\_\_\_\_

Value of building work Estimated value of building work / contract sum \$ \_\_\_\_\_

Stage of building work

If application is to permit a stage of building work. Extent of stage \_\_\_\_\_

Value of building work for this stage \$ \_\_\_\_\_

Signature of owner or agent \_\_\_\_\_ Date \_\_\_\_\_

## *BUILDING PERMIT CHECKLIST*

### **GENERAL REQUIREMENTS**

- Three (3) copies of detailed plans including site, floor and roof plans, elevations, sections and details of footings
- Three (3) copies of specification
- Two (2) copies of structural computations (including Form 13 Certificate & three (3) copies of structural drawings)
- Copy of Certificate of Title (obtainable from lending institution if you have a mortgage over the property)
- Copy Rates Notice (to assist in identification of property)
- Evidence of your building practitioners registration number (draughtsman, builder, engineer)
- Copy of Planning Permit or verification that an application has been lodged (if applicable)

### **BUILDINGS REQUIRING ADDITIONAL INFORMATION**

#### **Dwelling (including additions or alterations)**

- Geotechnical/soil reports as required.

#### **Commercial/Industrial and Public Buildings**

- Geotechnical/soil reports as required.
- Details of works to protect adjoining property developments
- Plan of existing conditions
- Details of works to ensure public safety during construction, such as hoarding

#### **Swimming Pools**

- Connections to a sewer or other drainage measures for pool backwash
- Proposed fencing and barriers

#### **Demolition**

- Hoarding details and public protection notices
- Description of demolition
- Evidence of demolition contractors insurance policy (Certificate of Currency) and experience

#### **Special Requirements**

- Home Owners Warranty Certificate (if applicable for residences)