



Fisher Dowell

Building Surveyors

www.fisherdownell.com.au

77 Jolimont Road,
Forest Hill, Vic, 3131
(03) 9894 2828

email: admin@fisherdowell.com.au

APPLICATION FOR BUILDING PERMIT

Building Act 1993, Building Regulations 2018 - Regulation 24 (Form 1)

To: **Fisher Dowell PTY LTD (Practitioner No. CBS-U 57454)**

Property Details						
St. Number:		Street/Road:				
Suburb:			Postcode:			
Lot No.	LP/PS:	Volume:	Folio:			
Crown lot:	Section:	Parish:	County:			
Municipal District:		Allotment Area (for new dwellings only):				
Land owned by the Crown or a public authority:					tick if applicable <input type="checkbox"/>	
From: †		<input type="checkbox"/> Owner of Land		OR	<input type="checkbox"/> Agent of Owner	
Applicant Name:						
ACN/ARBN:			Phone Number:			
Contact Person:			Email:			
Postal address:				Post Code:		
Address for serving or giving of documents if different to above:						
Ownership Details List all owners of the property as per title						
Name of owner(s):						
ACN/ARBN:			Phone Number:			
Contact Person:			Email:			
Postal address:				Post Code:		
**All applications must be submitted with a current copy of Title & Plan of Subdivision dated within 3 Months of application date. †					<input type="checkbox"/> Tick if you want us to obtain title, fees will apply	
Nature of building work fully describe the proposed work †						
<input type="checkbox"/> Construction of a new building		<input type="checkbox"/> Alteration to an Existing building		<input type="checkbox"/> Removal of a building		
<input type="checkbox"/> Demolition of a building		<input type="checkbox"/> Extension to 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/spa <u>barrier</u>		<input type="checkbox"/> Change of use of an existing building		
<input type="checkbox"/> Other: (give description)						
Proposed Use of Building: (List all works the permit is required for)		<input type="checkbox"/> - Dwelling	<input type="checkbox"/> - Garage	<input type="checkbox"/> - Carport	<input type="checkbox"/> - Verandah	<input type="checkbox"/> - Deck
		<input type="checkbox"/> - Retaining Wall	<input type="checkbox"/> - Fence	<input type="checkbox"/> - Other:		

Building practitioner to be engaged in building work	
Builder Name:	
ACN or ARBN:	Building Practitioner Registration no.
Postal address:	Post Code:
Phone Number:	Email:
If a corporate builder, nominate the natural person for service of directions, notices and orders.	
Natural Person Name:	Phone:
Postal address:	Postcode:
NOTE: Company Builder must have a company practitioner number ~ Sole trader must have an individual practitioner number [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).]	

Owner builder (if applicable)
I intend to carry out the work as an owner builder † <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner builder certificate of consent no. (if applicable):

Design practitioners draftspersons, engineers and /or architect		
List any building practitioner or architect engaged to prepare documents forming part of the application for this permit -		
Draftsperson:	Category/class:	Registration No:
Engineer 1:	Category/class:	Registration No:
Engineer 2:	Category/class:	Registration No:
Other:	Category/class:	Registration No:

Cost of building work	
Is there a contract for the building work? † Yes <input type="checkbox"/> No <input type="checkbox"/>	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.	

Will the application be made for any of the following circumstances?
If so; complete the Application Form – Appendix 1 page;
<input type="checkbox"/> - Class 2-9 building (commercial) <input type="checkbox"/> - Staged building permit <input type="checkbox"/> - Social Housing <input type="checkbox"/> - Lessee of building or crown land

Signature of applicant
I/We have read & fully understand the Conditions & Terms of Engagement specified on the following pages & accept responsibility for the payment of all fees incurred in the processing of the Building Application.
Signature of owner(s) or agent: _____ Date: _____

Note: All general correspondence is assumed to be by the email addresses nominated on this form, if delivery of printed documents is required then postal charges will apply. Please advise if printed documents are preferred.

† Tick option if applicable throughout form



Fisher Dowell

Building Surveyors

www.fisherdowell.com.au

77 Jolimont Road,
Forest Hill, Vic,
3131 (03) 9894

email: admin@fisherdowell.com.au

Note: OWNER MUST COMPLETE THIS PART if an AGENT is to apply for the building permit on behalf of the owner(s).
We cannot commence checking until this is signed by the owner.

APPOINTMENT OF FISHER DOWELL PTY LTD (CBS-U 57454) TO ACT AS RELEVANT BUILDING SURVEYOR

OWNER MUST SIGN AT BOTTOM OF PAGE

Owner(s):	
Herewith confirm that I have authority to act on behalf of all other owners listed on title for	
Site Address:	
I hereby appoint <u>Fisher Dowell Pty Ltd (Building Surveyor – Reg No CBS–U 57454)</u> to carry out the functions under Part 6 of the Building Act 1993 for the purposes of issuing a building permit and causing the mandatory building inspections to be carried out for the project;	

APPOINTMENT OF AGENT TO REPRESENT YOU THE OWNER IN THE BUILDING PERMIT PROCESS

OWNER MUST SIGN AT BOTTOM

I also confirm that I give authority to: (Name the person to represent you in dealing with the application)	
<ul style="list-style-type: none"> - Act as an agent on my behalf in all matters concerning the building permit application for building works at the aboveproject/site address - To submit documentation for partial compliance for consideration under Regulation 233 - To submit documentation to enable a determination to be made in respect of Performance Solutions 	

OWNER'S SIGNATURE

Signature of owner(s):	Date:	
Print Name of owner(s):		

- Names of individuals and companies must be exactly as per title and registrations.
- Company and individual ACN or ABN numbers must be checked by the applicant with government websites to confirm they are exactly as provided in this application.
- Applications can only be made for proposed work not existing work.
- Applicant confirms no other building surveyor has previously been engaged for these proposed works.



Fisher Dowell

Building Surveyors

77 Jolimont Road,
Forest Hill, Vic,
3131 (03) 9894

www.fisherdowell.com.au

email: admin@fisherdowell.com.au

TERMS OF ENGAGEMENT

1. **SCOPE OF APPOINTMENT - MANDATORY SERVICES OF RELEVANT BUILDING SURVEYOR (RBS)**
 - Assess the application under the Act and Building Code of Australia deemed to satisfy controls and issue the building permit.
 - Collect and remit the applicable building permit levy to the Victorian Building Authority and relevant council legislation fees.
 - Conduct mandatory inspections and issue statutory directions as necessary for proper completion of works.
 - Issue the applicable Occupancy Permit or Certificate of Final Inspection if works are completed to approved permit requirements within the permit completion date.
 - Provide copies of all relevant permit documents to the council.
2. **INSPECTIONS**
 - The number of inspections that are included in the Building Permit will be shown on the building permit conditions. Further inspections requested by the client, or required by the Relevant Building Surveyor (RBS) will be charged at the scheduled rate.
 - Fees for additional inspections are payable within 14 days of the invoice and/or prior to the issuing of the Occupancy Permit or Certificate of Final Inspection.
 - Should the client fail to provide adequate documentation or safe access at the time of a mandatory inspection Fisher Dowell P/L reserve the right to cancel that inspection and charge an additional inspection fee at the scheduled rate.

CONDITIONS OF ENGAGEMENT

1. **DISBURSEMENTS & PAYMENTS:**
 - a) Applications will not be processed until the deposit is paid.
 - b) Building Permits will not be issued until the building permit fee, council fees and government levies are fully paid.
 - c) Council fees and government levies (where applicable) will be disbursed to the relevant authorities.
 - d) Failure to pay fees when due will incur additional costs and the Client shall be liable to pay any debt collection fees and costs that may arise as a result of late or non-payment of fees.
 - e) Building Permit fees quoted and/or invoiced to you are only valid for 90 days. Should the Permit not be issued within that period, Fisher Dowell Pty Ltd reserves the right to alter the permit fee in line with market prices and fee guidelines.
 2. **DUAL APPOINTMENTS:** It is an offence pursuant to Section 78 of the Act to appoint a person as a RBS if another building surveyor has already been appointed or otherwise authorised for the project. The client therefore warrants that no other building surveyor has been appointed (or has otherwise commenced duties) in relation to the project referred to in this agreement.
 3. **CLIENT AUTHORITY/AGENT AUTHORITY:** The Client warrants that the Client is the owner of the land at the *project* address referred to or that the Client is the duly authorised agent of the said owner. It is required that the Client will produce written authority of the owner of the land to authorise the client to act on behalf of the owner.
 4. **PLANNING PERMITS:** The Client shall be responsible for obtaining (and the cost of) any planning permit and shall provide a copy of any planning permit and approved planning permit drawings to this office prior to the issue of a building permit.
 5. **ENTIRE AGREEMENT & NO REPRESENTATIONS:** These terms and conditions constitute the entire agreement between this office and the Client and no reliance may be placed by the Client upon any oral discussions or representations made prior to or at the time of signing this agreement. The Client will make no claim or demand in relation to any such representations either at common law or alleged breach of the Trade Practices Act 1974 (Commonwealth) or the Fair Trading Act 1985 (Vic). The RBS is not engaged by the Client to provide costing or estimating services.
 6. **CLIENT TO NOTIFY RELEVANT BUILDING SURVEYOR (RBS) OF OTHER BUILDING PRACTITIONERS:** The Client must give written notice to the RBS of each building practitioner engaged by the Client for the building work referred to in this agreement, including details of any building practitioner certificate issued by the building practitioner under Part 11 of the Act. Such notice must be given either upon the appointment of the RBS where the Client has already engaged a building practitioner/s or within fourteen (14) days of the client engaging the building practitioner/s where the building practitioner/s is/are engaged after the appointment of the RBS.
 7. **TERMINATION OF APPOINTMENT:** The appointment of the RBS may be terminated by the Client only with the written consent of the Victorian Building Authority. On such termination the RBS shall be entitled to be paid all outstanding fees and disbursements incurred. In the event that the building work nominated in this agreement is terminated before commencement or completion, the Client must notify the Victorian Building Authority by written notice. When this written notice is issued the appointment of the RBS shall be deemed to be terminated. The Client must thereupon pay all fees and disbursements incurred and the RBS shall be entitled to deliver an account for the same. Furthermore the Client must not engage another RBS to complete the functions of the RBS specified in this agreement in respect of the building work without the written consent of the Victorian Building Authority.
 8. **PURPOSE OF INSPECTION:** Inspections carried out will be the minimum required to ensure compliance with the Act and Regulations and not supervision of all the work. It is the responsibility of the builder to construct the building fully in accordance with the approved permit documents. Variations must be approved by the RBS prior to construction and those variations that require further document survey and assessment and/or approval will incur an additional fees.
 9. **THE BUILDING PERMIT & THE RBS:** The building permit issued will be an assessment of the drawings for compliance with the Building Act and Regulations and not the serviceability, quality or functionality of the work approved by the permit. This appointment of an RBS is limited to ensuring the work carried out complies to the Act and Regulations that are applicable at this time. The RBS is responsible for the carrying out of inspections that will be listed on the Building Permit. The client is responsible to ensure that this office is given 24 hours notification for inspection and shall ensure that works do not continue beyond the notification stage until the inspection is approved. A copy of all stamped approved documents must be available onsite at all times.
 10. **BUILDING NOTICES & ORDERS:** It is my understanding that there are no outstanding Building Notices or Building Orders on the property described. I acknowledge that any enforcement actions (such as issuance of Building Notices and/or Orders) taken regarding my current application may incur additional costs.
- NOTE:** RBS means Leonard Dowell/Fisher Dowell Pty L. Client means Owner/Agent of Owner as specified on the Application Form.

ADDITIONAL INSPECTIONS

Additional inspections will incur extra fees per inspection.