

**Building Act 1993  
BUILDING REGULATIONS 2006  
Regulation 301  
APPLICATION FOR A BUILDING PERMIT**

**To:** Metro Building Surveying Pty Ltd (Relevant Building Surveyor)

**Property Details:**

Street No. .... Lot No ..... Street/Road.....  
City/Suburb/Town ..... Post Code .....  
Municipal/District ..... Land owned by the Crown or a public authority [ ]

**From:**

Agent of Owner .....  
Postal Address: .....  
City/Suburb/Town ..... Post Code .....  
Phone: ..... Fax: .....  
Please indicate if the applicant is a lessee or licensee of Crown land to which this application applies [ ]  
Contact Person:..... Phone:.....

**Ownership Details:**

Owner .....  
Postal Address: .....  
City/Suburb/Town ..... Post Code .....  
Phone: ..... Fax: .....

**Builders Details:**

Builder .....  
Postal Address: .....  
City/Suburb/Town ..... Post Code .....  
Phone: ..... Fax: .....

**Building Practitioners**[1] and/or architect to be engaged in the building work[2] or who were engaged to prepare documents[3] submitted with this application.

Name ..... Category/Class ..... Registration No .....  
Name ..... Category/Class ..... Registration No .....  
Name ..... Category/Class ..... Registration No .....  
Name ..... Category/Class ..... Registration No .....

**Nature of Building Work \***

Construction of a new building	[ ]	Alterations to an existing building	[ ]
Demolition of a building	[ ]	Re-erection of a building	[ ]
Extension to an existing building	[ ]	Change of use of an existing building	[ ]
Removal of building	[ ]	Other .....	[ ]

Proposed use of Building [4] ..... (tick if applicable or give other description)

**Owner Builder:** [5] (if applicable) I intend to carry out the work as owner builder: [YES/NO]

**Total floor area of new building work:** .....  
**Allotment Area (for new dwellings only) sqm:** .....

**Cost of Building Work:**

Is there a contract for the building work? [YES/NO]  
Estimated value of building work/contract sum (INCLUDING GST) \$ .....

**Signature:**

Signature of Owner or Agent: ..... Dated: .....  
(Please print) Given name: ..... Surname: .....

**SEE AGREEMENT OF APPOINTMENT & NOTES OVERLEAF**

**AGREEMENT OF APPOINTMENT**

**I, the owner/agent of owner .....**

**Re Property .....**

Hereby appoint Metro Building Surveying Services Pty Ltd as the relevant building surveyors for the above project and under Section 248 of the Building Act 1993, appoint Metro Building Surveying Services Pty Ltd to act as my agent when required.

**I agree to pay any additional Government Levies or Council fees that are not under MBS’s control.**

**I also agree to pay all additional inspections which I will be invoiced for before the issue of the Final Inspection Certificate/Occupancy Permit.**

**I enclose cheque for total fees as above   
Please make cheques payable to Metro Building Surveying Pty Ltd.**

Signed : .....Date: .....

I hereby request that all correspondence be sent to:                      Agent [    ]                      Owner [    ]                      Builder [    ]

**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 preparing plans for building work or preparing documentation relating to permits and 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
- (h) a person responsible for a building project to any stage of the building project and who belongs to a class of people prescribed to be building practitioners.

but does not include-

- (i) an architect, except in Part 9 and Sections 24(3) and 176(6) of the Act; or
- (j) person (other than a domestic builder) who does not carry on the business of the building.

**Note 2:** Include building practitioners with continuing involvement on 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 Building Commission maintains a current list of domestic insurance providers.