

APPLICATIONS FOR BUILDING PERMIT MUST BE ACCOMPANIED BY THE REQUIRED DOCUMENTATION



When lodging an *Application for Building Permit* it is important to remember that the documentation that must be included with the application is prescribed in the *Building Act 1993* and the *Building Regulations 2006*.

If your application is not accompanied by the prescribed information and documents you will not be issued with a Building Permit.

The prescribed requirements for an *Application for Building Permit* are as follows;

Building Act 1993

PROCEDURES FOR BUILDING PERMITS AND OCCUPANCY PERMITS

1. Form of application

- (1) An application must—
 - (a) contain the prescribed information; and
 - (b) contain any matters, and be accompanied by any documents, prescribed for the purposes of this clause; and
 - (c) be accompanied by the fees—
 - (i) determined by the council in accordance with the **Local Government Act 1989**; or
 - (ii) in the case of an application to a private building surveyor, determined by the private building surveyor; and
 - (d) be accompanied by the appropriate prescribed lodgement fee (if any); and
 - (e) if the relevant building surveyor is required to give a copy of the application to an authority which is a reporting authority, be accompanied by the relevant fees (if any) fixed by the reporting authority under clause 4 for payment to the reporting authority.

Building Regulations 2006

301 Applications for building permits

- (1) An application for a building permit may be in accordance with Form 1.
- (2) The prescribed information to be contained in the application is the information set out in Form 1 (other than the notes).
- (3) An application for a building permit must contain sufficient information to show that the building work will comply with the Act and these Regulations and the relevant provisions of this Part.

302 Application for permit to construct building

- (1) An application for a building permit to construct a building must be accompanied by—
 - (a) 3 copies of drawings showing the plan at each floor level, elevations, sections, dimensions, the sizes and locations of structural members to a scale of not less than 1:100, together with any details that are necessary to show compliance to a scale of not less than 1:20, or other approved scales; and
 - (b) 3 copies of specifications describing materials and methods to be used in the construction; and
 - (c) 3 copies of allotment plans to a scale of not less than 1:500 or other approved scale showing the matters set out in subregulation (2); and
 - (d) a statement of the use or intended use of all buildings shown on allotment plans; and
 - (e) a copy of any computations or reports necessary to demonstrate that the building will, if constructed in accordance with the computations and reports, comply with the Act and these Regulations.
- (2) The matters to be shown on an allotment plan are—
 - (a) the boundaries and dimensions of the allotment and any relevant easements; and
 - (b) the distance to the nearest intersecting street; and
 - (c) the position and dimensions of the proposed building and its relationship to—
 - (i) the boundaries of the allotment; and
 - (ii) any existing building on the allotment; and
 - (iii) any part of a building or land on an adjoining allotment where necessary to show compliance with the Act and these Regulations; and
 - (d) the levels of the allotment, the floors of the building, street drainage channel and stormwater drain; and

- (e) the layout of drains to the point of discharge on the allotment together with details necessary to show compliance with the Act and these Regulations; and
 - (f) the location, dimensions and area of impermeable surfaces covering the allotment if necessary for the purposes of regulation 412; and
 - (g) the location and dimensions of car parking spaces for the purposes of regulation 413; and
 - (h) the location, dimensions and area of private open space for the purposes of regulation 421.
- (3) An application for a building permit to construct a building must also be accompanied by any additional copies of the documents set out in subregulation (1) that the building surveyor reasonably requires.

303 Application for permit to alter an existing building

An application for a building permit to alter an existing building must include copies of drawings and allotment plans that clearly differentiate between the existing building and the proposed building work for which a building permit is sought.

304 Application for permit to demolish or remove building

- (1) An application for a building permit to demolish or remove a building must be accompanied by 3 copies of—
- (a) an outline and a description of the building or part of the building to be demolished or removed; and
 - (b) an allotment plan showing the location of—
 - (i) the building in relation to the boundaries of the allotment and adjoining buildings; and
 - (ii) other buildings on the allotment; and
 - (iii) streets, footpaths or crossings adjoining the allotment; and
 - (c) if a part only of the building is to be demolished or removed, computations or other information to show that the remainder of the building will comply with the Act and the proposed demolition or removal takes place or after other works are undertaken; and
 - (d) information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers; and
 - (e) a written description of the demolition or removal procedure; and
 - (f) evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.
- (2) An application for a building permit to demolish or remove a building must also be accompanied by any additional copies of the documents set out in subregulation (1) that the relevant building surveyor reasonably requires.

305 Additional information to accompany application for permit to construct or alter

Without limiting any of his or her powers under the Act, the relevant building surveyor may also require the following additional information to be submitted in relation to an application for a building permit to construct a building—

- (a) details of measures for the protection of the public under regulation 604; and
- (b) documentary evidence to support the use of a material, form of construction or design in a form referred to in clause A2.2 of the BCA Volume One or clause 1.2.2 of the BCA Volume Two; and
- (c) a survey plan of existing site conditions prepared by a licensed surveyor; and
- (d) if the allotment is under the **Transfer of Land Act 1958**, a copy of the certificate of title to the allotment; and
- (e) evidence of ownership of the allotment or evidence that a contract has been entered into pursuant to section 9AA of the **Sale of Land Act 1962** in respect of the allotment; and
- (f) evidence that each building practitioner to be engaged in, or to carry out, the building work holds a building practitioner's certificate issued by the Building Practitioners Board under the Act or is an architect registered under the **Architects Act 1991** or is an insured architect (as the case requires); and
- (g) details as to whether the allotment is in an area—
 - (i) that is liable to flooding within the meaning of regulation 802; or
 - (ii) that is designated under regulation 803 as an area in which buildings are likely to be subject to attack by termites; or
 - (iv) that is an area determined under regulation 805 to be likely to be subject to significant snowfalls; or
 - (v) that is designated land or works within the meaning of regulation 806; and
 - (h) details as to whether an approved building envelope within the meaning of Part 4 applies to the allotment or to an adjoining allotment.