



Phone: 9741 3432
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Unit 1/49-55 Riverside Avenue
Werribee 3030

Application for an Amended Building Permit

Building Act 1993 Building Regulations 2006 Regulation 301

Owner of Land _____ **Contact Person** _____
(The Building Permit will be issued in the name of the owner of the land)

Postal Address _____ Postcode _____
Telephone _____ Mobile _____ Fax _____
Email Address: _____

Agent of Owner _____ **Contact Person** _____
Postal Address _____ Postcode _____
Telephone _____ Mobile _____ Fax _____
Email Address: _____

Address for Serving of Correspondence? (Please circle one only) **Owner / Agent / Builder**
(For example –If any other information is required regarding the Permit):

Have you been provided with a quote for this job [] Yes [] No
If yes, please attach to this application.

If no, who is to be invoiced? (Please circle one only) **Owner / Agent / Builder / Other**
If other please detail _____

Property Details

Number _____ Lot/s _____ Street / Road _____
City/Suburb/Town _____ Municipality _____
LP/PS _____ Volume _____ Folio _____
Crown Allotment _____ Section _____ Parish _____ County _____

Is the applicant a Lessee of the Crown to which this application applies Yes / No

Is the Land Owned by the Crown or a Public Authority Yes / No

Builder Details:

I intend to carry out the work as an Owner Builder: **Yes / No** I intend to engage an Approved Builder/ Supervisor: **Yes / No**
(If a registered domestic Builder carrying out domestic building work; attach details of the required insurance)

Builder Name (In Full) _____
Postal Address _____ Postcode _____
Contact Person _____ Builder Reg No _____
Telephone _____ Mobile _____ Fax _____

Name of insurance company used _____

Building Practitioners to be engaged in the building work:

Name _____ Category/Class _____ Registration _____
Name _____ Category/Class _____ Registration _____
Name _____ Category/Class _____ Registration _____

Who was engaged to prepare any documents submitted with this application:

Name _____ Category/Class _____ Registration _____
Name _____ Category/Class _____ Registration _____
Name _____ Category/Class _____ Registration _____

Council information to be provided by? [] Agent [] Owner [] West Side (Vic) P/L

(Please Note: West Side (Vic) P/L charges a fee of \$165.00 (gst inclusive) to source Council Information on your behalf. This fee is in addition to the relevant fees charged by the local municipalities.)

Nature of Building work

Construction of a new Building [] Extension of an existing Building []
 Alterations to an Existing Building [] Change of use of an Existing Building []
 Demolition of a Building [] Removal of a Building []
 Re-Erection of a Building [] Other _____

Description of Building work _____

Is there a contract in place for the Building Work? [] Yes [] No

Is yes, state the contract price \$ _____

If no, state the estimated cost of the building (including the cost of labour and materials) and attach details of the method of estimation: \$ _____

House Energy Rating Information:

Solar Hot Water System [] Rain Water Tank []

Stage/s of Building Work (If application is to permit a stage/s of building work):

Cost of works Stage 1 \$ _____ Stage 2 \$ _____ Stage 3 \$ _____

Description of work in this Stage/s : _____

Materials	Type of material used	Areas	m ²
Ground Floor		Dwelling	
External Walls		Other Buildings	
Frame		Total Building/s Area	
Roof		Allotment Area (Lot size)	

Town Planning No. _____ **Date of Issue:** _____

TERMS AND CONDITIONS:

- No other Building Surveyor has been appointed for this building work.
- The building work has not already been constructed or commenced.
- I understand that my Building Permit may be delayed if all relevant documentation is not supplied.
- I understand that if all copies of plans and certificates are not supplied, I will be charged photocopying fees at the relevant rate.
- I understand that under Schedule 2 of the Building Act 1993, the fee for building surveying services must be paid **on Application**.
- I understand that all Building Notices and Building Orders served upon the owner or builder will incur a fee of \$250 plus GST.
- Westside Building Surveying may, at any stage, be entitled to withhold supply of goods or services until any outstanding invoices have been paid to the satisfaction of Westside Building Surveying.
- All accounts are to be settled in full within the agreed trading terms noted on the Invoice.
- These terms will only continue if payment is maintained in accordance with the agreed trading terms.
- Should the Applicant default in making any payment in accordance with the agreed trading terms, then all monies due to Westside Building Surveying shall immediately become due and payable.
- Further fees and charges will apply if action to recover an outstanding balance is undertaken – this may include charges from Debt Recovery firms/agencies and/or legal firms.
- In the event of default by the Applicant, she/he further consents and authorises Westside Building Surveying to forward all relevant confidential information pertaining to her/him to a third party including but not limited to attorneys, debt collectors and tracing agents.
- It is expressly understood and agreed that this arrangement may be terminated at any time by Westside Building Surveying. In that event, all monies owing to Westside Building Surveying will be immediately due and payable.
- Westside Building Surveying will rely on the accuracy and completeness of all information supplied by you in performing our obligations under this agreement;
- The Applicant warrants that the information provided is accurate, correct and complete and that they have read, understood and agree to be bound by the terms and conditions contained in this Application for a Building Permit.

Applicants Signature: _____ **Agent / Owner**

Print Name: _____ **Dated:** _____

Name of Agent or Owner _____

I understand this document is a Legally Binding Contract, that Westside Building Surveying is the appointed Building Surveyors, and services can only be terminated by the Building Commission.