



APPLICATION FOR A BUILDING PERMIT



This application should be submitted via email, alternatively it may be lodged in person.

Email: buildadmin@wodonga.vic.gov.au

Wodonga Council,
104 Hovell St,
Wodonga, VIC 3690

or

Wodonga Council,
PO BOX 923,
Wodonga, VIC 3689

Office hours: Monday to Friday, between 8.30am and 5pm.

Phone: (02) 6022 9300

Website: wodonga.vic.gov.au

Building surveyors	Building inspectors	Building administration
David Seal M: 0419 035 917	Paul Nieuwerth M: 0408 473 019	Emma Sharp T: (02) 6022 9215
Steven Costoglou M: 0439 360 597	Ben Kelly M: 0466 027 282	Vicki Teschner T: (02) 6022 9309 E: buildadmin@wodonga.vic.gov.au



Information required to be submitted for a building permit:

Building permit application form

Filled out correctly, signed and dated.

Energy efficiency rating certification - (amended)

Required for new dwellings, additions and commercial/industrial buildings.

Owner-builder - Certificate of Consent

Required where the landowner intends to carry out domestic building work valued at greater than \$16,000.

BAL Assessment (Bushfire Attack Level) - (amended)

Required for all Class one (houses) including alterations and additions and Class 10 (outbuildings) associated with homes constructed after March 11, 2009 or your home was constructed to comply with AS3959 - Buildings in bushfire prone areas

Site plan/allotment plan

Three copies of your site plan, showing boundaries and dimensions of the allotment together with levels, site cut, retaining walls, easements and method of drainage.

Plans of buildings

Three copies of drawings, including structural details, showing any alterations and additions.

Copy of title/plan of subdivision

Including block dimensions, easements, ownership, covenants and development control plans (DCPs).

Applicant

Is the person applying for the building permit on behalf of the owner and is responsible for the settlement of all applicable fees incurred.

Permit fees

The fees are determined by the cost of the works and type of construction. A quote is available upon request and is valid for 60 days from the application date.

Wodonga Building Services reserves the right to review fees and make necessary adjustments during the assessment of the building application.

Fees are due upon lodgement of the application. Home Owner's Warranty is required when the cost of any domestic works by a registered practitioner has a value of more the \$16,000.

Specifications

Three copies of the specifications of materials and other descriptive matter not shown on the plans.

Soil tests

Foundation soil report in accordance with AS2870.

Computations

Including 'Certificate of Compliance – Design', where structural work is proposed.

Protection of adjoining property

(where the construction or site cut adjoins or affects the boundary) See the building service's team for more details.

North East Water

Water main and sewer PIB connection applications must be lodged in person with the plumbers name provided.

Easements

Where you propose to seek approval to construct over the easement, you will need to contact the appropriate authority to arrange consent (for example, North East Water or the Council's Assets team).



FORM 1

Building Act 1993 - Building Regulations 2018 - Regulation 24

Application for a building permit

TO: Wodonga building services
PO Box 923, Wodonga, VIC 3689

Application number:

Receipt details:

From (agent/applicant)

Name:

Postal address:

Email:
(permits/documentation will be sent electronically, unless prior arrangement)

Phone: Mobile:

Indicate if the applicant is a lessee or licensee of Crown land to which this application applies: tick if applicable

Contact person:

Owner details (full details)

Name:

Email:
(permits/documentation will be sent electronically, unless prior arrangement)

Postal address:

Phone: Mobile:

Property details (full details must be supplied):

Number: Lot No: Street name:

Town name: Municipal district:

New floor area m²:

Land owned by the Crown or a public authority: tick if applicable

Proposed building works ⁴:

Proposed structure:

Nature of building works:

Construction of a new building Extension of an existing building Alterations to existing building

Re-erection of a building Change use of building Removal of a building

Demolition of a building Other

Cost of building works:

What is the value of building works? \$

Please provide a break down including labour and materials.

Is there a contract for the building work? YES NO

Stage of building works:

If application is to permit a stage of the building work:

Extent of stage: Value of stage:



FORM 1

Builder details

Owner builder 5: I Intend to carry out the work as an owner-builder. YES <input type="checkbox"/> NO <input type="checkbox"/> (Not applicable for demolition or removal) OR		
Builder:		
Contact person:		
Postal address:		
Email:		
Phone:	Mobile:	

Building practitioner ¹ and/or architect:

a) Person to be engaged in the building works ²		
Name:	Category/class:	Reg No:
b) Person/s engaged to prepare documents submitted with this application ³		
Name:	Category/class:	Reg No:
Name:	Category/class:	Reg No:

(If a registered domestic builder is building the work, attach details of the required warranty insurance)

Appointment of building surveyor I/We appoint Wodonga Building Services to act as building surveyor pursuant to Section 76 of the <i>Building Act 1993</i> and declare that no other building surveyor has been appointed for the building work.	
Signature of owner/agent:	Date:

FOR OFFICE USE ONLY (tick if completed)

<input type="checkbox"/>	Application form
<input type="checkbox"/>	Value including labour
<input type="checkbox"/>	Nominated builder/owner builder ticked
<input type="checkbox"/>	Signature
<input type="checkbox"/>	Address
<input type="checkbox"/>	Preferred contact filled in
<input type="checkbox"/>	Site plan
<input type="checkbox"/>	Elevations
<input type="checkbox"/>	Section plans

Personal and/or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".



IMPORTANT NOTES

NOTE 1

Building practitioner means:

- A building surveyor;
- A building inspector;
- A quantity surveyor;
- An engineer engaged in the building industry;
- A draftsman who carries on a business of preparing plans for building work or preparing documentation
- A builder including a domestic builder;
- A person who erects or supervises the erection of prescribed temporary structures; or
- A person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners.

But does not include:

- An architect; or
- A person (other than a domestic builder) who does not carry on the business of building.

NOTE 2

Includes building practitioners with continuing involvement in 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 you are an owner builder there are restrictions on the sale of the building under section 137B of the Building Act 1993. Section 137B also prohibits an owner-builder from selling a building on which domestic building work has been carried out within 6.5 years from the completion of the relevant building work unless they have satisfied certain requirements including obtaining compulsory insurance. The Building Control Commission maintains a current list of domestic insurance providers.

GENERAL INFORMATION

BUILDING PERMIT

A building permit is valid for two years but the works must be started within 12 months of the date of the permit. The building permit will lapse if work has not been started within the 12 months. The building permit will have lapsed after two years unless prior consent has been given to extend the permit.

TOWN PLANNING

A building permit cannot be issued until the planning permit has been issued and all relevant conditions complied with. If the submitted drawings for the building permit are different to those that have been endorsed then an amendment to the planning permit must be sought from the council's planning team. If you are unsure if you require a planning permit for your project, please contact the planning team on (02) 6022 9300

INSPECTIONS

Wodonga Council reserves the right to charge for re-inspections or additional inspections particularly where the original inspection was not ready, incomplete or the like.