



APPLICATION BUILDING PERMIT

- Application form & details **MUST** be completed **IN FULL**
- Agents Must be authorised (**in writing**) to act on the owners behalf
- All owners as detailed on the Certificate of Title are **REQUIRED** to print full name, sign and date the applications.
- Incomplete forms will not be accepted and may delay processing and issue of any Permits

Permit Type (✓ box) Complete for all applications

Building Permit Section 70 Form 2

Permit to Proceed Section 178 Form 7

Permit of Substantial Compliance Section 186 Form 9

Address Details of Proposed Building and Plumbing Work Complete for ALL applications

Address: Lot No:

Certificate of title No:

Type of work: (new building / alteration / addition / repair /demolition / removal / re-erection / other)

Use of building: (main use) Building class:

Owner builder: Yes: (X if applicable) Owner/builder Registration number

Owner / Agent details (Only an owner or agent of the owner may make an application) Complete for ALL applications

Owner: Email

Address: Phone No:

Fax No:

Agent Email

Address: Phone No:

Fax No:

Note: Agents to be authorised in writing by the owner and all correspondence in respect to this application will be sent to the agent with a courtesy copy sent to the owner

Building Practitioner Details Complete for Building applications

Designer Category:

Address: Phone No:

Fax No:

Accreditation No: Email address:

Other Building Details Complete for ALL applications

Area: m² existing building floor: new floor: land:

Material: floor: walls: roof: frame:

Value of work: \$ contract price: estimate: (X one applicable.)

[inclusive of GST] No. of dwelling units:

Building Practitioner Details

Complete for ALL applications

Building Surveyor	<input type="text"/>	Category:	<input type="text"/>
Address:	<input type="text"/>	Phone No	<input type="text"/>
	<input type="text"/>	Fax No:	<input type="text"/>
Accreditation No:	<input type="text"/>	Email address:	<input type="text"/>

Builder	<input type="text"/>	Category:	<input type="text"/>
Address:	<input type="text"/>	Phone No	<input type="text"/>
	<input type="text"/>	Fax No:	<input type="text"/>
Accreditation No:	<input type="text"/>	Email address:	<input type="text"/>

Documents & Certificates provided

Complete for ALL applications

The following specified documents and certificates are provided with this application –

Documents or Certificate description:	✓ box	Prepared by
Completed Building/Plumbing Application Form/s	<input type="checkbox"/>	
Certificate of Title	<input type="checkbox"/>	
Certificate of Likely Compliance and referenced documents	<input type="checkbox"/>	
Certified plans and drawings (Building)	<input type="checkbox"/>	
Plans and drawings (Plumbing)	<input type="checkbox"/>	
Certificate of Others	<input type="checkbox"/>	
Site, Soil and Water Management plan	<input type="checkbox"/>	
Southern Water (if applicable)	<input type="checkbox"/>	
Application fees (Not a valid application unless paid at lodgment).	<input type="checkbox"/>	
Agent authorisation (Written declaration from owner/s confirming authorizing agent to lodge this application).	<input type="checkbox"/>	

OWNERS/AGENT DECLARATION AND ACKNOWLEDGEMENT**I certify that;**

- All the information listed in the attached Checklist is provided with this application;
- The building practitioners involved in the proposed building work and identified in this application hold the appropriate accreditation required to undertake that work; and
- The building work will be carried out in accordance with the *Building Act, the Building Regulations 2004 and the Building Code of Australia*.

I further understand and agree that:-

- The Building Act 2000 requires that the Permit Authority (Clarence City Council) determine this application for a Building Permit within 7 days of its lodgment or within a time agreed to by the applicant; and.
- a building permit cannot be granted unless all the required:
 - Information is provided with this application;
 - Planning; plumbing; a consent from Southern Water Corporation; a permit under the Historic Cultural Heritage Act are (if required) in place.
- I will advise the Permit Authority in respect to permits required from other organisations (ie other than the Clarence City Council) when these permits have been granted and provide copies of these other permits upon request
- Should the above requirements not be in place that further time will be necessary to complete the permit process;
- the documents provided with this application may be copied and used by the Permit Authority for the purposes of assessing this application;
- if this application is refused a new application and fees will or may be required; and
- any outstanding permit requirements for prior Building Permits will need to be met prior to the issue of this permit application.
- I do not consent for copies of the permit/s & plans to be provided to builders and plumbers. ✓ box

The building work will be carried out in accordance with the Building Act, the Building regulations 2004 and the Building Code of Australia

Owner 1 or Agent:	<i>Name</i>	<i>Signed</i>	<i>Date</i>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner 2)	<i>Name</i>	<i>Signed</i>	<i>Date</i>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: The personal information on this form is required by Council under the Building Act 2000. We will only use your personal information for this and other related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.ccc.tas.gov.au or at Council offices.