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| Capital Works Projects **Request for Building Permit Advice**  **Building Regulations 2018** |  | Protection of the Public **Report and Consent – Building Permit Application**  **Building Regulations 2006 (Regulation 604(4))** |

TO THE BUILDING SURVEYOR

[mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au) (Attention – Council Building Surveyor)

**FROM:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code: \_\_\_\_\_\_\_

**ORGANISATION OR COMMITTEE: \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All correspondence may be forwarded by Email: yes / no

**SUBJECT PROPERTY ADDRESS:** (Street Number, Name, Suburb, Post Code)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Reserve/Property** (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL/AND USE:** (*Describe the work you are proposing*)

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Distance to nearest building (*if applicable*):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_metres

Existing Floor Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** In many cases building permit advice may only be provided if an appropriate plan is provided that clearly indicates existing and proposed conditions. Where the proposed work is not in relation to an existing building, a site plan is necessary to ensure that the work does not impact on access and site movement in relation to any emergency.

**WHEN ARE BUILDING PERMITS REQUIRED?**

Building permits are a requirement of the Victorian Government and are intended to ensure that safety, amenity and equality in design is achieved. The *Building Regulations 2018* provide exemptions in cases where a building permit is not required. (Schedule 8 – *Building Regulations 2018*). It can sometimes be difficult to interpret the requirements of the *Building Regulations* in which case it is considered a normal practice to seek confirmation from the relevant council as to whether a building permit is required prior to commencement of building work.

Building permits are required for most construction and building work, some examples include lighting towers, signage, internal alterations, building relocation, demolition, etc…

**WHERE DO I GET A BUILDING PERMIT FROM?**

Cardinia Shire Council does not currently offer a building permit service, however there are many private building surveyors in Victoria that can provide you with a building permit service. Similar to many services, it is suggested that you seek various quotes and consider the level of service that may be offered in relation the scope of work you propose.

**WHAT DOES A BUILDING SURVEYOR DO IN THE BUILDING PERMIT PROCESS?**

The building surveyor will assess your application and issue a building permit once you have provided enough information to show that the work is likely to comply with the building regulations.

The building permit process will also include mandatory building inspection stages that require inspection prior to continuing with the building work (it is an offense to continue building work without first obtaining the necessary inspection approval).

**WHAT HAPPENS IF I DON’T CARRYOUT THE WORK IN ACCORDANCE WITH THE APPROVED PLANS/PERMIT?**

The building surveyor will issue a building order to ‘Stop Work’ and potentially require the work to be dismantled/demolished unless compliance can be demonstrated. Furthermore the owner and the builder may be subject to a penalty up to $61,000.

**WHAT HAPPENS IF I DON’T OBTAIN A BUILDING PERMIT *or* COMPLETE THE PROJECT WITHOUT REQUIRED INSPECTIONS?**

The Municipal or Private Building Surveyor will issue enforcement to the owner of the land requiring that compliance be achieved, and any builder responsible may be prosecuted.

**WHO CAN BUILD?**

Where materials and labour exceed $5000 in value, only a registered builder can carry out the building work, in some cases the registered builder may be comfortable supervising a community group, however it is important to understand that the registered builder takes ultimate responsibility.

In most cases the owner will be an organisation or the Council in which case an ‘Owner Builder Project’ will not be applicable.

**CRITICAL FLOOR AREAS – COST RELATED**

200Sq.m (Door Latching), 300Sq.m (emergency lighting), 500Sq.m (Hose Reels/Hydrants).