

# Building a New Dwelling or Additions/Alterations to a Dwelling

## Application

Any person intending to construct a New Dwelling or carry out Additions/Alterations to an existing Dwelling is required to lodge an application to the Town and be granted a Building Permit prior to commencing construction. An approval is not required for non-structural fit-out works such as tiling and cabinet work, or to replace a roof cover, provided that the roof cover is replaced with a material that is substantially the same, maintains the same roof lines and the roof frame is not altered. If in doubt please check with the Town prior to carrying out works.

## What to provide with your application

### Forms and Certificates to provide

Your application must include a number of forms and care must be given to ensure that the forms are correctly filled out or the Town will not accept your submission. Relevant forms include the following:

1. Application form for a **Building Permit – Uncertified** (1 copy), or
2. Application form for a **Building Permit – Certified** (1 copy).

Under the Building Act 2011 you are entitled to lodge a Certified or Uncertified application. A Certified application is one that has been assessed by a registered Building Surveyor who has provided a Certificate of Design Compliance (see item (3) below) for the proposed works. Alternatively, you may lodge an Uncertified application, which attracts an additional charge (see fee (2) below) and if found compliant the Town's Building Surveyor will provide the Certificate of Design Compliance for you.

3. A **Certificate of Design Compliance** (optional) (1 original and 1 copy).

Should you choose to lodge a certified application you must also provide this Certificate, certified by a registered Building Surveyor, along with any other documentation the Building Surveyor requires for certification to be given.

4. **Notice and Request for Consent to Encroach or Adversely Affect other Land** (1 copy per affected property)

If the proposed works are likely to affect a property adjoining the subject lot you must provide this document to show that you have the consent of the adjoining property owner(s). Relevant matters include, but are not limited to, excavations affecting an adjoining lot.

*Copies of the above forms can be found attached.*

### Plans and Specifications to provide

The details to be provided with your application are largely dependent on the scope of works proposed. For new dwellings and substantial additions the following plans and specifications are typically required (please note, if providing a certified application the required information will be largely determined by your registered Building Surveyor):

- Site plan to a minimum scale of 1:200 showing contours and/or spot levels, proposed finished floor levels, existing buildings and all relevant setbacks (3 copies).
- Floor plan(s) to a minimum scale of 1:100 (3 copies).

- Elevation plan(s) to a minimum scale of 1:100 showing all external elevations for the proposed works (3 copies).
- A cross sectional elevation of the building to a minimum scale of 1:100 (2 copies).
- Structural details including a site classification report, footing and slab design, timber/steel framing details, and where relevant retaining wall details, stair details and upper floor construction details (engineer's certification to be provided where required by the Town) (2 copies).
- Details addressing energy efficiency compliance (2 copies).
- Specifications (2 copies).
- Termite treatment details (2 copies).
- Indemnity insurance certificate (applications exceeding \$20,000 with a registered builder as licensee) (1 copy per dwelling).

*\* see example plans attached.*

The Town may exempt the provision of certain details outlined above, or permit them to be provided in varied forms, depending on the circumstances. Occasionally applicants will be required to provide additional information. It will often be the case that the Town cannot advise that these details are required until an initial assessment has been conducted.

### **Copies of Approvals to be provided**

Your application for a Building Permit should not be lodged until all other relevant approvals have been obtained. Copies of those approvals must be provided with your application and may include, but are not limited to, the following:

- Development (Planning) Approval.
- Approval to install or modify a septic apparatus.
- Approval to connect to the Town's stormwater drainage system.
- Application to remove a street tree.
- Owner Builder clearance certificate issued by the Building Services Board of the Building Commission (works exceeding \$20,000 when proceeding as an Owner Builder).
- Heritage Council Approval.

### **Fees**

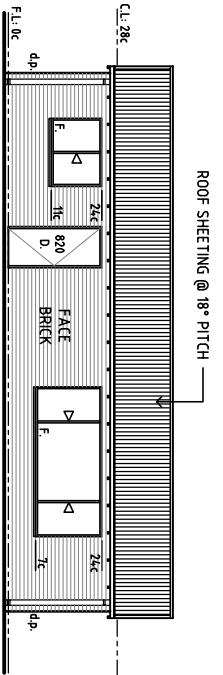
1. Building Permit application fee - 0.19% of the estimated value of the building work, but not less than \$97.70.
2. Certificate of Design Compliance fee - 0.13% of the estimated value of the building work in addition to fee (1) above (for uncertified applications only).
3. Building Services Levy - \$61.65 if the value of the works is not more than \$45,000, otherwise at the rate of 0.137% of the value of the works.
4. BCITF Levy - 0.2% of the estimated value for works exceeding \$20,000.
5. Security Bond - \$2768 or \$90 per metre of street frontage, whichever is greater.
6. Development Compliance Supervision/Inspection fee - \$144.50.

### **Assessment Turnaround Times**

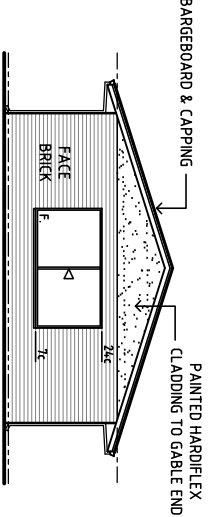
The Building Act prescribes strict deadlines that Local Governments must adhere to where an application for a Building Permit is concerned. Those deadlines are as follows:

1. An uncertified application for a Building Permit – 25 business days.
2. A certified application for a Building Permit – 10 business days.

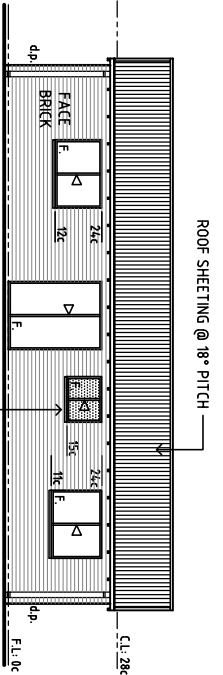
The Town will either issue a permit within the times specified above or issue advice outlining why an approval cannot be granted.



**SOUTH ELEVATION**  
1 : 100

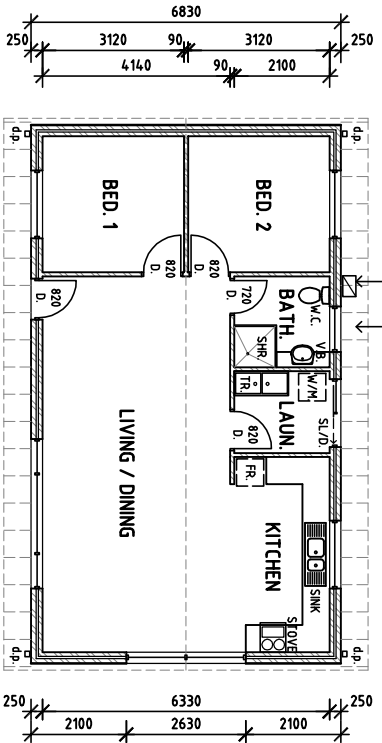
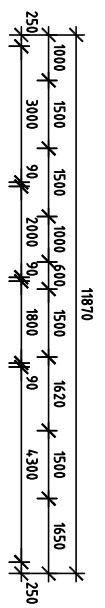


**EAST ELEVATION**  
1 : 100

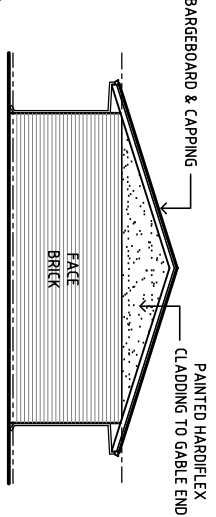


**NORTH ELEVATION**  
1 : 100

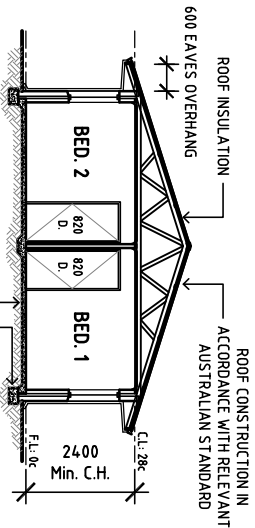
REF: NAIL IN ROAD  
DATUM 10.00



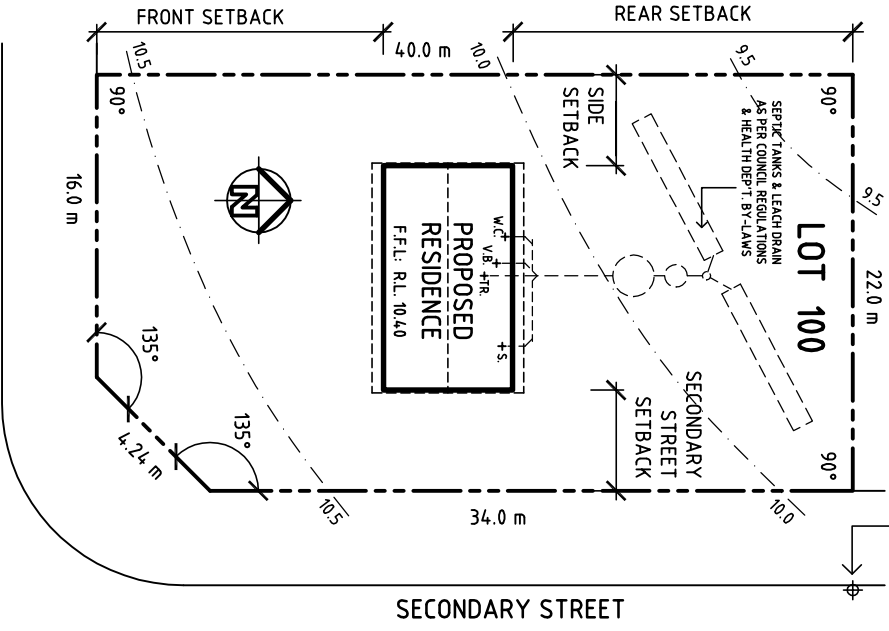
**FLOOR PLAN** 1 : 100



**WEST ELEVATION**  
1 : 100



**SECTION**  
1 : 100



**SITE PLAN** 1 : 200

PROJECT: PROPOSED RESIDENCE FOR .....

AT: LOT NO. ....

**NOTE: EXAMPLE COPY ONLY**

## Application for building permit – uncertified

*Building Act 2011, section 14, 16  
Building Regulations 2012, regulation 4, 16*

PERMIT AUTHORITY  
USE ONLY

Reference number

Permit authority

### 1. Property this application relates to

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
Volume		Folio	

Certificate of title (if known)

Local government area (if different from permit authority)

Is this lot vacant?

Yes

No

### 2. Details of building work

Project name (if any)

Description of the building(s) and building work

Main use of building(s)

Building Code of Australia (BCA) class of the building(s)

Main BCA class

- Class 1a single dwelling (including detached house, row house, terrace house, town house or villa unit)
- Class 10a (garage, carport, shed or the like)
- Class 10b (fence, mast, antenna, retaining or free standing wall, swimming pool or the like)
- Class 10c (private bushfire shelter)

Secondary BCA class (for multi-purpose buildings)

Third BCA class (for multi-purpose buildings)

Type of work

<input type="checkbox"/> New building/structure	<input type="checkbox"/> Alteration/addition	<input type="checkbox"/> Refurbishment/fit out
<input type="checkbox"/> Relocation of a building to this site	<input type="checkbox"/> Change of use/conversion	

Type of building or incidental structure (if a Class 10)

<input type="checkbox"/> Swimming pool/spa	<input type="checkbox"/> Garage	<input type="checkbox"/> Patio
<input type="checkbox"/> Carport	<input type="checkbox"/> Shed	<input type="checkbox"/> Fence/wall
<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Water tank	<input type="checkbox"/> Other

Number of dwellings relocated TO this site from another site

Type of structure

<input type="checkbox"/> Detached (free standing)	<input type="checkbox"/> Attached to another structure
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Number of residential dwellings to be created

Number of storeys of the highest building (above ground)

Number of basement storeys of the building (below ground)

Estimated value of building work (including GST)

\$

Floor area to be created (m<sup>2</sup>)

Site (lot) area (m<sup>2</sup>)

What are the main materials used in the building work?

Floor	Exterior walls	Roof cover	Wall frame
<input type="checkbox"/> Concrete	<input type="checkbox"/> Brick (double)	<input type="checkbox"/> Tiles	<input type="checkbox"/> Brick/block
<input type="checkbox"/> Timber	<input type="checkbox"/> Brick (veneer)	<input type="checkbox"/> Concrete	<input type="checkbox"/> Concrete
<input type="checkbox"/> Steel	<input type="checkbox"/> Concrete/stone	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Timber
<input type="checkbox"/> Other	<input type="checkbox"/> Fibre cement	<input type="checkbox"/> Steel	<input type="checkbox"/> Steel
	<input type="checkbox"/> Timber	<input type="checkbox"/> Aluminium	<input type="checkbox"/> Aluminium
	<input type="checkbox"/> Curtain glass	<input type="checkbox"/> Other	<input type="checkbox"/> Other
	<input type="checkbox"/> Steel		
	<input type="checkbox"/> Aluminium		
	<input type="checkbox"/> Other		

If 'other' please specify

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Intended owner of the completed building

<input type="checkbox"/> Private sector	<input type="checkbox"/> Government sector
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Is this application for a stage of a multi-stage building project?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is an alternative solution to a building standard proposed for the building work?

Yes     No

### 3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building permit, please also provide forwarding details for each owner.

Owner's name

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Street address  
(provide lot number  
where street  
number is not  
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature\*

	Date
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\*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application. Owner's signature is not required for Class 1 or Class 10 buildings or incidental structures with applications lodged before 31 December 2016.

### 4. Builder details

Builder's name

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Type of builder	<input type="checkbox"/> Registered building contractor (provide registration number below) <input type="checkbox"/> Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below) <input type="checkbox"/> Public Authority <input type="checkbox"/> Other (building work under \$20,000, or where registered building contractor not required)	
Registration number or owner-builder approval number	Registration / approval number (if relevant)	
Builder's signature	Name (print)	
	Signature	Date

## 5. Applicant details

Who is the applicant? (Tick one box)	<input type="checkbox"/> Owner	<input type="checkbox"/> Builder	<input type="checkbox"/> Other
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If 'Other' was selected above, complete the following details:

<b>Applicant's name</b>	
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Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb	State	Postcode	Country (if not Australia)

**OR**

PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)

Email address		
Phone/fax	Phone no	Fax

## 6. Statement by applicant

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application.
2. All consents or court orders have been obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land.

Does the proposed work encroach on other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

3. All consents or court orders have been obtained if the building work may adversely affect land beyond the boundaries of the works land.

Does the proposed work adversely affect other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

4. If the proposed building work is for a Class 1 or Class 10 building or incidental structure that includes alternative solutions to building standards, details have been provided with this application.

**Provide details of each alternative solution not shown on the plans and specifications.**

Applicant's  
signature

Name (print)	
Signature	Date



## Application for building permit – certified

*Building Act 2011, section 14, 16*  
*Building Regulations 2012, regulation 4, 16*

PERMIT AUTHORITY  
USE ONLY

Reference number

Permit authority

**1. Property this application relates to**

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
Volume		Folio	

Certificate of title (if known)

Local government area (if different from permit authority)

Is this lot vacant?

Yes

No

**2. Details of building work**

Project name (if any)

Description of the building(s) and building work

Main use of building(s)

Building Code of Australia (BCA) class of the building(s) (refer to the certificate of design compliance)

Project name (if any)			
Description of the building(s) and building work			
Main use of building(s)			
Main BCA class			
Secondary BCA class (for multi-purpose buildings)		Third BCA class (for multi-purpose buildings)	

Type of work

- New building/structure   
  Alteration/addition   
  Refurbishment/fit out  
 Relocation of a building to this site   
  Change of use/conversion

Type of building or incidental structure (if a Class 10)	<input type="checkbox"/> Swimming pool/spa	<input type="checkbox"/> Garage	<input type="checkbox"/> Patio
	<input type="checkbox"/> Carport	<input type="checkbox"/> Shed	<input type="checkbox"/> Fence/wall
	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Water tank	<input type="checkbox"/> Other

Number of dwellings relocated TO this site from another site

Type of structure  Detached (free standing)  Attached to another structure

Number of residential dwellings to be created	<input style="width: 150px; height: 30px;" type="text"/>	Number of storeys of the highest building (above ground)	<input style="width: 150px; height: 30px;" type="text"/>
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Number of basement storeys of the building (below ground)	<input style="width: 150px; height: 30px;" type="text"/>	Estimated value of building work (including GST)	<input style="width: 150px; height: 30px;" type="text"/> \$
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Floor area to be created (m <sup>2</sup> )	<input style="width: 150px; height: 30px;" type="text"/>	Site (lot) area (m <sup>2</sup> )	<input style="width: 150px; height: 30px;" type="text"/>
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What are the main materials used in the building work?	<b>Floor</b> <input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Other	<b>Exterior walls</b> <input type="checkbox"/> Brick (double) <input type="checkbox"/> Brick (veneer) <input type="checkbox"/> Concrete/stone <input type="checkbox"/> Fibre cement <input type="checkbox"/> Timber <input type="checkbox"/> Curtain glass <input type="checkbox"/> Steel <input type="checkbox"/> Aluminium <input type="checkbox"/> Other	<b>Roof cover</b> <input type="checkbox"/> Tiles <input type="checkbox"/> Concrete <input type="checkbox"/> Fibre cement <input type="checkbox"/> Steel <input type="checkbox"/> Aluminium <input type="checkbox"/> Other	<b>Wall frame</b> <input type="checkbox"/> Brick/block <input type="checkbox"/> Concrete <input type="checkbox"/> Timber <input type="checkbox"/> Steel <input type="checkbox"/> Aluminium <input type="checkbox"/> Other
	If 'other' please specify	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

Intended owner of the completed building	<input type="checkbox"/> Private sector <input type="checkbox"/> Government sector	Is this application for a stage of a multi-stage building project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Is an alternative solution to a building standard proposed for the building work?  Yes  No

### 3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the building permit, please also provide forwarding details for each owner.

Owner's name

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature\*

	Date
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\*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application. Owner's signature is not required for Class 1 or Class 10 buildings or incidental structures with applications lodged before 31 December 2016.

### 4. Builder details

Builder's name

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Type of builder	<input type="checkbox"/> Registered building contractor (provide registration number below) <input type="checkbox"/> Approved owner-builder (attach owner-builder approval from the Building Services Board and provide owner-builder approval number below) <input type="checkbox"/> Public Authority <input type="checkbox"/> Other (building work under \$20,000, or where registered building contractor not required)	
Registration number or owner-builder approval number	Registration / approval number (if relevant)	
Builder's signature	Name (print)	
	Signature	Date

**5. Applicant details**

Who is the applicant? (Tick one box)	<input type="checkbox"/> Owner	<input type="checkbox"/> Builder	<input type="checkbox"/> Other
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If 'Other' was selected above, complete the following details:

<b>Applicant's name</b>	
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Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb	State	Postcode	Country (if not Australia)

**OR**

PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)

Email address		
Phone/fax	Phone no	Fax

## 6. Statement by applicant

I understand that a building permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of design compliance signed by a registered building surveyor.
2. In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012:
  - all relevant prescribed authorities have been obtained and have been or are being complied with; and
  - all prescribed notifications have been given.

**Provide evidence of compliance with approvals given.**

3. For Class 2 to Class 9 buildings only, where required by the regulations: In accordance with section 20 of the *Building Act 2011* and regulation 18 of the Building Regulations 2012, the plans and specifications specified in the certificate of design compliance have been given to the FES Commissioner.
4. All consents or court orders have been obtained if part of a building or incidental structure is proposed to be placed beyond the boundaries of the works land.

Does the proposed work encroach on other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

5. All consents or court orders have been obtained if the building work may adversely affect land beyond the boundaries of the works land.

Does the proposed work adversely affect other land?  Yes  No

If yes, has consent or a court order been obtained?  Yes  No

**Attach a copy of each consent (form BA20) or court order obtained.**

6. If the proposed building work is for a Class 1 or Class 10 building or incidental structure that includes alternative solutions to building standards, details have been provided with this application.

**Provide details of each alternative solution not shown on the plans and specifications.**

Applicant's  
signature

Name (print)	
Signature	Date

# Notice and request for consent to encroach or adversely affect

*Building Act 2011, section 76, 77, 85*  
*Building Regulations 2012, regulation 4*

PERMIT AUTHORITY  
USE ONLY

Reference number

BUILDER / DEMOLITION  
CONTRACTOR USE

Reference number

## Information for the owner of affected land

Under the *Building Act 2011*, a person responsible for building or demolition work must not encroach or adversely affect adjoining land (refer definitions in section 3 of that Act), **unless** they have the required consent of the affected adjoining owner(s) prior to a building or demolition permit being granted or the work commencing.

If the consent sought by this notice is not given by the affected adjoining owner(s) within 28 days, the person responsible for the work may apply under section 86 of the *Building Act 2011* to the Magistrate's Court for a court order.

This response notice must be completed and returned to the person responsible for the work, usually the builder/demolition contractor, (refer part 6 below for details). Please keep a copy for yourself or ask the person responsible for the work to provide you with one.

The person responsible for the work may also request your consent to arrange for access to your property in order to carry out a survey of the affected land. You may indicate your consent at part 7 below.

For further information refer to the Building Commission's brochure 'Work affecting other land' available at [www.commerce.wa.gov.au/building-commission](http://www.commerce.wa.gov.au/building-commission).

## 1. Name and postal address of owner(s) of affected land

Name of owner(s)  
of affected land

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Street address  
(provide lot number  
where street number  
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
			Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb		State	Postcode
			Country (if not Australia)

## 2. Land where work is proposed

Property street  
address (provide lot  
number where street  
number is not  
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

### 3. Adjoining land affected by work

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

### 4. Notifiable event

**A. Encroachment** (section 76 of the *Building Act 2011*)

Encroachment is when part of a building or an associated structure is constructed or placed beyond the boundaries of the land on which work is being carried out.

Details of the part of the building or structure that will:

- encroach on other land, the expected impact and (if applicable) any remedial work following the work being carried out; or
- encroaches for the purposes of section 58(1)(e)

**B. Adversely affecting** (section 77 of the *Building Act 2011*)

Adversely affecting other land includes:

- reducing the stability or load bearing capacity of adjoining land or a building or structure on the land;
- damaging or reducing the structural adequacy of a building or structure on adjoining land; or
- changing the natural site drainage in a way that reduces the effectiveness of drainage or affects buildings or structures on adjoining land.

Details of the part of the building or structure that will adversely affect other land, the expected impact and (if applicable) any remedial work following the work being carried out

**\*Note:** For other types of notifiable events affecting other land use form BA20A.

When is the work likely to occur? (if known, please provide date, time and duration)

**Please attach to this notice:**

- Plans and specifications for the proposed building or incidental structure showing how the building work/demolition work will encroach or adversely affect the other land.
- Any relevant technical documents in respect of the building work/demolition work.

**5. Access for survey**

- I do request consent to access the property to carry out a survey of the affected land; or
- I do not request consent to access the property to carry out a survey of the affected land.

Details of proposed survey

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**6. Person responsible for work details**

**Builder / demolition contractor / owner's name**

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Street address  
(provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

**OR**

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Registration details  
(if applicable)

Registration number / licence number / owner-builder approval number
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Builder / demolition contractor / owner's signature

Name (print)	
Signature	Date

**7. Consent (response notice)**

In accordance with section 85 of the *Building Act 2011*, I hereby respond to the notice provided to me in respect to the land detailed in part 3 of this form and:

- I consent to what is proposed in parts 4 and 5 of this notice; or
- I do not consent to what is proposed in parts 4 and 5 of this notice.

Owner's signature

Name (print)	
Signature	Date