



Local Government Act 1960 (as amended)
APPLICATION FOR BUILDING LICENCE

As the builder or person causing and directing works undermentioned to be executed, I hereby apply for a Building Licence for same. The following are the particulars of the proposed works:-

PROPERTY THIS APPLICATION RELATES TO

Lot No:	House No:
Street:	Town/Location:
IS LOT VACANT <input type="checkbox"/> EXISTING BUILDING <input type="checkbox"/>	

PROPERTY OWNERS NAME & ADDRESS

Owner's Name:	
Address:	
Phone:	E-mail:
On behalf of all owners	
Signature	Date

BUILDERS DETAILS

Builders Name:	Registration No:
Address:	
Contact Name:	Phone:
Fax:	Mobile:
Home Indemnity Insurer:	Policy No:
OWNER/BUILDER Stat Dec & Fee paid to BRB? YES/NO/NA	

APPLICANT DETAILS – to be completed only if different from owner

Name:	Contact Person:
Address:	
Phone:	Fax:
E-mail:	Mobile:
Signature(s)	Date

CONSTRUCTION DETAILS

Please indicate the type of building work proposed ✓

- New Building Addition/Alteration
 Fit out Relocated Building

Please indicate the type of building ✓

- Dwelling Patio Office
 Swimming Pool Outbuilding
 Grouped Dwelling Retaining wall
 Shop Pergola Factory
 Other (please provide details)

What is the Floor area of the building? _____ m²

What is the estimated value of the building work including labour content \$ _____ (inc GST)

CHECKLIST FOR APPLICANTS

Have you included in this application:-

- 2 copies of:-
 SITE PLAN (showing boundaries, buildings, contours)
 FLOOR PLAN (showing all rooms, openings etc)
 ELEVATIONS (showing building from all sides)
 CROSS SECTION (through building)
 ENGINEER CERTIFICATION (for seismic detail (if applicable))
 EFFLUENT DISPOSAL APPLICATION (if applicable)
 BCITF LEVY PAYMENT FORM (if applicable)
 OWNER/BUILDER STAT DEC (if applicable)
 ENERGY EFFICIENCY COMPLIANCE (Not for outbuildings)

OFFICE USE ONLY

Zoning:	Permitted Use:
Development Application:	Approved/Refused on (date):
Special Planning Area:	WAFB Comment YES/NO – Comment
Floodplan: YES/NO	WAWA Comment

FEES

BUILDING LICENCE	\$	Rec No:
BCITF LEVY	\$	Rec No:
BUILDING LICENCE LEVY	\$ 40.00	Rec No:
OTHER	\$	Rec No:
TOTAL	\$	Date Paid:

Date application received:	Receiving Officer:
Approval Date:	Building Licence No:
Building Surveyor:	Licence Collected: AT OFFICE/BY MAIL Date: