

# Application for Acceptance of Illegal Building Works

Email completed Application Form to [aspect.vic@gmail.com](mailto:aspect.vic@gmail.com)



A.B.N. 15 638 466 830 A.C.N. 673 384 006  
Level 2 UL40/1341  
Dandenong Rd  
CHADSTONE VIC 3148  
P: 1300 70 70 66  
E: [aspect.vic@gmail.com](mailto:aspect.vic@gmail.com)

## FROM APPLICANT

Owner			
Postal Address		Post Code	
Email Address			
Contact Person *		Phone	
		Mobile	

(\* only if owner or agent is a company etc)

Are the Building Works on Crown Land to which this application applies

YES  NO

Are the Building works been undertaken on part of a building leased by different entities

YES  NO

## OWNERSHIP DETAILS *(only if different from Applicant nominated above)*

Owner/s			
Postal Address		Post Code	
Email Address			
Ownership Type	<input type="checkbox"/> Private <input type="checkbox"/> Local Govt. <input type="checkbox"/> State Govt <input type="checkbox"/> Commonwealth Govt.		
Contact Person * **		Phone #	
Email Address		Mobile #	

(\* only if owner is a company etc)

(\*\*If required, provide a letter authorising the contact person to act on the Owners behalf)

## PROPERTY DETAILS FOR BUILDING WORKS - *(details can be found on allotments title documents)*

Number	Street / Road		City / Suburb / Town		Postcode
Lot/s number*	LP/PS*		Volume*		Folio*
Crown allotment*	Sect*		Parish*		County*
Municipality*					

(\*may be located on the copy of Title)

## BUILDING PRACTITIONERS<sup>1</sup> *(was a building practitioner engaged to undertake building work<sup>2</sup>)*

Was a Building Practitioner engaged to undertake building work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Company	Contact details	
Builders Name *	Category	Reg. No
Postal Address		Post Code
Email Address	Phone #	Fax

(\* required)

## OTHER BUILDING PRACTITIONERS &/or ARCHITECT *(engaged, inc to prepare documents for Application<sup>3</sup>)*

Name	Category	Reg. No.
Name	Category	Reg. No.
Name	Category	Reg. No.

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NATURE OF ILLEGAL BUILDING WORKS (Tick if applicable or give description)	PROPOSED BUILDING MATERIALS (general)
<input type="checkbox"/> Construction of a new building <input type="checkbox"/> Change of Use of existing building <input type="checkbox"/> Re-erection of a building <input type="checkbox"/> Removal of a building <input type="checkbox"/> Extension to an existing building <input type="checkbox"/> Demolition of a building <input type="checkbox"/> Alterations to an existing building <input type="checkbox"/> Other _____	Ground Floor _____ Frame _____ External Wall _____ Roof Cladding _____

## PROPOSED USE OF BUILDING<sup>4</sup>

ALLOTMENT AREA \_\_\_\_\_ M<sup>2</sup>

NEW FLOOR AREA \_\_\_\_\_ M<sup>2</sup>

NO. OF STOREYS \_\_\_\_\_

OWNER BUILDER<sup>5</sup> (if applicable) I have carried out the work as an owner builder.  Yes  No

COST OF BUILDING WORK: Is there a contract for the building work?  Yes  No

If yes, state contract price \$ \_\_\_\_\_

If no, state the estimated cost of the building work \$ \_\_\_\_\_

(Cost includes the cost of labour and materials. Attach details of estimation)

SIGNATURE OF OWNER/AGENT \_\_\_\_\_ DATE \_\_\_\_\_

Note 1: Building Practitioner means

- (a) A building surveyor;
- (b) A building inspector
- (c) A quantity surveyor
- (d) An engineer engaged in the building industry; or
- (e) A draftsman who carries on the business of preparing plans for building work or preparing documentation relating to building permit applications; or
- (f) A builder; or
- (g) A person who erects or supervises the erection of prescribed temporary structures; or
- (h) 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 -
- (i) An architect except in Part 9 and sections 24 (3) and 176 (6) of the Act; or
- (j) A person (other than a domestic builder) who does not carry on the business of building.

Note 2: Include building practitioners with continuing involvement in the building work.

Note 3: Include 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 and the Dangerous Goods Act, etc.

Note 5: If an owner builder, restrictions on the sale of the property apply under Section 137B of the Act.

Section 137B also prohibits an owner builder of domestic building work from selling the building within 6 years from the date of completion of the relevant works unless they have satisfied certain requirements including obtaining compulsory insurance. The VBA maintains a current list of domestic insurance suppliers.