



Building Licence Application

PROPERTY DETAILS

Lot No _____ House No _____ Street _____
Suburb _____ Postcode _____

APPLICANT DETAILS

Applicant's Name _____ Phone No _____
Postal Address _____ Postcode _____
Email Address _____ Fax No _____
Applicant's signature _____ Date _____

OWNERS DETAILS

Owner's Name _____ Phone No _____
Postal Address _____ Postcode _____
Email Address _____ Fax No _____

BUILDERS DETAILS (As registered with Builders Registration Board)

Builder's Name _____ Phone No _____
Postal Address _____ Postcode _____
Email Address _____ Fax No _____
Builder's signature _____ Date _____

Builders Registration or Owner/Builders No: _____

For efficient response times, where further information may be required, please provide an email address

DETAILS OF PROPOSED BUILDING WORKS

Area of Building _____ m² Value of Building Works or Contract Value (Inc GST) \$ _____
Area of New Works _____ m² No of Storeys _____ No of Dwelling Units _____

TYPE OF BUILDING APPROVAL

Residential Patio, Carport, Shed Non Residential Staged Commercial

If Staged Commercial Details _____

TYPE OF BUILDING PROPOSED

Dwelling Carport Outbuilding Warehouse
 Grouped Dwellings Garage Swimming Pool/Spa Fit out
 Multiple Dwellings Patio Office Retaining Wall
 Additions Pergola Shop Sign
 Other _____

Description of Development _____

(If development is a sign, please specify what type of sign i.e. wall mounted, pylon etc)

BUILDING MATERIAL TO BE USED

ROOF

Tiles
 Steel Sheeting
 Fibreglass Sheeting
 Other _____

FLOOR

Timber
 Concrete
 Other _____

WALLS

Double Brick
 Steel
 Timber
 Other _____

WALL CLADDING

Steel
 Timber
 Glass
 Other _____

Owner: Business Support Officer

Last Updated: 04/03/2011

City of Melville Terms and Conditions

In submitting an application to City of Melville I accept the following terms and conditions:

All Applicants

I declare that the information and plans submitted are correct and can be relied upon for building assessment purposes.

Where applying for a demolition licence, I understand that demolition work cannot take place until I have provided the City of Melville with the complete application requirements and the demolition licence has been issued. I understand that a maximum penalty of \$5,000 may be charged, should I carry out demolition without having complied with the requirements, with a maximum daily penalty of \$250 while the offence continues.

I understand that if applying for a demolition licence, the building regulations 1989 makes no provision for the refund of Demolition license fees and I agree that the City of Melville will retain the said demolition licence fees should I withdraw the application or decide not to proceed in terms of the licence granted.

I understand that once an application fee invoice is issued, I have the period between invoice issue and my complete payment to decide if I wish to withdraw my application. Once my complete payment is made I will no longer be entitled to a refund of any portion of the complete application fees.

I acknowledge that the email address that I have provided in lodging this application is the email address to which I will accept any notification or communication from the City of Melville. Any changes so notified to the City of Melville will be via an email and contain all reference numbers used by the City of Melville and by me in relation to this application.

I declare I will accept time deadlines for information requested by City of Melville and understand that if I do not adhere to timeframes specified in communications that my applications may be determined with the available information.

I declare that by accepting these terms and conditions and submitting my application I have also read the City of Melville website terms and conditions, <http://www.melvillecity.com.au/site-information/terms-and-conditions-of-use-of-city-of-melville-online-services/> and I agree to be bound hereby.

ROADS, RESERVES AND INFRASTRUCTURE SECURITY DEPOSIT (PREVIOUSLY REFERRED TO AS KERB SECURITY DEPOSIT) CONDITIONS

I understand the City of Melville conditions of Roads, Reserves and Infrastructure Security Deposits as follows and that the following regulations must be complied with for the **Roads, Reserves and Infrastructure Security Deposit** to be refunded.

1. Loading and unloading of steel track machinery on the road surface, without the use of rubber tyres or timbers, will result in no refund of your **Roads, Reserves and Infrastructure Security Deposit**.
2. Any damage to kerbing or footpaths caused by the site works must be repaired prior to requesting your refund. If the kerb and/or footpath are not repaired, the cost of repairs will be deducted from the **Roads, Reserves and Infrastructure Security Deposit**. If the cost of repairs exceeds the security deposit amount, an invoice will be issued to cover the additional cost.
3. Any debris from the site works, including sand, bricks and timber, must be cleaned from the road, drains and verge area. If this is not complied with, a deduction from the **Roads, Reserves and Infrastructure Security Deposit** will be taken.

I understand that any Roads, Reserves and Infrastructure Security Deposit fees due following any damage to Council Property will be deducted from my builder account. Further to this if you have registered for monthly invoicing with the City of Melville then you will not be charged a Roads, Reserves and Infrastructure Security Deposit, instead, the City of Melville will invoice you, subject to inspections and quotations to repair, in your monthly statement and you will be bound by the terms of your account.

Builder on behalf of Owner

If the application is being submitted by a builder on behalf of a property owner, as the representing builder I declare that I am submitting the signed forms on behalf of the owner as indicated on the application form.

If the application is being submitted by a builder on behalf of a property owner, as the representing builder I declare I am the authorised agent / builder / owner / demolition contractor as indicated on the application form