

APPLICATION & ENGAGEMENT FORM

For (office use only):

PAYMENT:
Payment is required before release of documents.

Banking Details: Building Surveying Tasmania	BSB: 067 028	Acc No. 1029 4975
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CERTIFICATE FEE INCLUSIONS:

- Assessment of initial application.
- Assessment & issuing of Certificate of/ Likely Compliance/ Substantial/ to Proceed
- One Free half hr consultation
- Preparation and issue of Building Inspection Directions (Initial BID for each inspection only.)

EXCLUSIONS:

- Consultations above the initial free half hr consult.
- Assessments of Alternative Solutions
- Assessment of variations/amendments
- Site Inspections
- Preparation and issue of Occupancy Permit
- Preparation and issue of Certificate of Final Inspection.

TERMS & CONDITIONS:

- Our Certificate of Likely Compliance will lapse if an application for a Building Permit is not lodged within 12 months of the date of the CLC.
- Engagement will not commence until the application form has been returned, completed and signed by the owner. Agents are required to have written authority from the owner.
- We reserve the right to resign from an engagement after 3 years in accordance with the Building Act 2016.
- Fee; quotes or estimates are valid for 30 calendar days.

Please complete, sign and return the application details, including checklist.

Invoicing Details

Name: Person responsible for all invoices)			
Postal Address			
Address of Job			
Email:		Telephone:	

Please return your completed application form, documents and plans to:

Building Surveying Tasmania Pty Ltd
9 Warwick Street
Hobart 7000
Or email: admin@bstas.com.au

BUILDING WORK

Use this form for:

- Notice of Work
- Application for a Certificate of Likely Compliance
- Application for a Building Permit

Section 97
Section 130
Section 139Form **2**To: Permit Authority / Building Surveyor
 Address
 Suburb/postcodeApplication for: Permit CLC Notice of Work (X ones applicable)Certificate of Completion (X to grant approval for certificate to be issued following the final inspection)**NOTE: Standard of Work Certificate and applicable fees must be submitted prior to Certificate of Completion being issued, in accordance with section 153 or section 104 of the Building Act 2016****Building Surveyor details:**Building Surveyor: Danilo Yali Category: Building Surveyor
Address: 9 Warwick Street Phone No: 6231 9070
 Hobart 7000 Fax No:
Licence No: CC705I Email: admin@bstas.com.au**Applicant / Owner details:***Note: Only an owner or agent of the owner may make an application***Owner:** Contact person:
Address: Phone No:
 Fax No:
Email address:
Owner builder: Yes: (X if applicable) Owner Builder Permit:
Names: Contact person:
Contact address: Phone No:
 Fax No:
Email address:
Agent: Contact person:
Address: Phone No:
 Fax No:
Email address: **Note: Agents to be authorised in writing by the owner**

Details of building work:

Type of work: Permit work Notifiable work Planning approval granted
(X one applicable) *(if applicable)*

Address: Certificate of title No:

Description of work: *(new building / alteration / addition / repair / re-erection / other)*

Use of building: *(main use)* Building class(es):

Other details:

Area: m² existing building floor: new floor: land:

Material: floor: walls: roof: frame:

Value of work: \$ contract price: estimate: No. of dwelling units:
[inclusive of GST] (X one applicable)

Building Services Provider details:

Architect - Designer: Category:

Business name:

Business address: Phone No:
 Fax No:

Licence No: Email:

Building - Designer: Category:

Business name:

Business address: Phone No:
 Fax No:

Licence No: Email:

Engineer - Designer: Category:

Business name:

Business address: Phone No:
 Fax No:

Licence No: Email:

Services - Designer: Category:

Business name:

Business address: Phone No:
 Fax No:

Licence No: Email:



9 Warwick Street, Hobart
 6231 9070
admin@bstas.com.au

Builder: **Category:**

Business name:

Business address: **Phone No:**

Fax No:

Licence No: **Email:**

Documents and certificates provided:

The following specified documents and certificates are provided with this application -

<i>Document or certificate description:</i>	<i>Prepared by: (Licence No. if applicable)</i>
Certificate of Likely Compliance: Documents specified in the Director's Specified List	

The building work will be carried out in accordance with the *Building Act 2016, the Building Regulations 2016* and the National Construction Code.

Owner / Agent:

(Delete one not applicable)

Name: [print] *Signed* *Date*



9 Warwick Street, Hobart
6231 9070
admin@bstas.com.au

**AGENT FORM – TO BE COMPLETED AND SIGNED BY THE OWNER
TO AUTHORISE AN AGENT TO ACT ON THEIR BEHALF**

To:
Building Surveying Tasmania
9 Warwick Street
Hobart 7000
To Danilo Yali (Building Surveyor)

I/We, (name of owner/s)

Hereby, authorise (name of agent)

To act as our Agent in regard to obtaining Statutory Building Surveying Services for:
(please tick description):

Certificate of Likely Compliance	<input type="checkbox"/>
Certificate of Substantial Compliance	<input type="checkbox"/>
Essential Maintenance Services (Form 46)	<input type="checkbox"/>
Temporary Occupancy Permit	<input type="checkbox"/>
Building Surveying advice	<input type="checkbox"/>
Building Certificate Application	<input type="checkbox"/>

Relating to our/my property at (address):

_____ Postcode _____

Kind regards

Owner/s Signature: _____

Owner/s Signature: _____

Date: _____

Documents Checklist: (note check with your Designer or Building Surveyor as to which docs are required for your project)

Address:

Required Documents	Attached	Rec'd
Building Surveying Tasmania Application Form		
Full Certificate of Title		
Designers/Architects Drawings		
Form 35 Designer/Architect		
Plumbing CLC required Yes No		
Engineers Drawings		
Form 55 (Engineer)		
Soil Report		
Form 55 (Soil)		
BAL Report		
Form 55 (BAL Report)		
Specification		
6 Star Energy Assessment		
Form 55 (Energy Report)		
Planning Approval/Exemption		
Owner Builder Application (Service Tas)		
Confirmation of OB Course Completed		
Confirmation of White Card Completed		
Other:		

Fee Schedule – current from 1st August 2019

Issue of a Certificate of Likely Compliance (excludes inspections) - Works:	Cost of Works: (includes material and labour costs)	Price (GST Inclusive):
New Class 1a Dwellings (Owner Builder registration additional \$350.00)	\$0 to \$150,000	\$1,200
	\$150,001 to \$250,000	\$1,500
	\$250,001 to \$500,000	\$1,800
	Over \$500,000	<i>Specific quotation according to extent of development.</i>
Alteration/Additions to Class 1a Dwellings	To \$5,000	\$440
	\$5,001 to \$50,000	\$900
	\$50,001 to \$150,000	\$1,100
	Over \$150,000	<i>Specific quotation according to extent of development.</i>
Each Additional Outbuildings (class 10) with a class 1 application	-	\$400
Sheds, Garages and Decks, Pools.	To \$5000	\$600
	\$5,001 to \$20,000	\$700
	Over \$20,000	\$900.00
Class 2 to 9 Commercial & Industrial Buildings	0.5% of Cost of works. Minimum fee of \$1,000	
Unit Developments	1st Unit full price	Additional Units if same design at 50%

Item	Cost (GST inclusive.)
Owner Builder Consultation for Class 1a-10	\$250.00
Assessment of alternative solutions. Assessment of variations /amendments	\$180/hr
Solar Panel Installation CLC (+ Inspection by quotation)	\$440
Certificate of Substantial Compliance	Will be invoiced at twice the rate of Cost of Works for Likely Compliance (Fees above)
Extension of Building Permit consents Expiry Permits	\$120.00 50% of original cost
Amendments to Certificates (eg. Likely Compliance, and Substantial Compliance)	\$330 Min or 30% (whichever is greater)
Issue of Final & Occupancy Certificates Completions	\$100 (each) \$150.00 (each)

Annual Maintenance Schedule	By quotation
Temporary Occupancy Permit	By quotation

Site Inspections will be invoiced following each site visit.	Within a 30 klm radius of CBD \$310.00*(incl gst) (subject to increase without notice)
	<i>*Excludes Bruny Island – price on application ** Or by Quote</i>
	Outside a 30 klm radius from CBD \$310.00 (incl gst) and additional \$4.00/km one way (incl gst). (subject to increase without notice)
Statutory letters/advice as part of any applications to carry out required functions of Building Surveying.	\$200/hrs (additional cost may be incurred for site inspection as part of this process).