



APPLICATION FOR A BUILDING PERMIT

Airports Act 1996 Airports (Building Control) Regulations 1996 Regulation 2.02
To: Airport Building Controller – Melbourne, Moorabbin, Essendon
Postal Address Airport Environment Protection and Building Control Office
C/- GPO Box 594
CANBERRA ACT 2601

Applicant: Owner of land, Lessee or Agent (delete as applicable)

Company Name
Postal Address
Contact Person
Email:
P: M: F:

Lessee or Owner Details (delete as applicable)

Company Name
Postal Address
Contact Person
Email:
P: M: F:

Location of Works:

Address
Postcode

Building Contractor:

Name
Address
Postcode
Contact Person
Email:
P: M: F:

**Building Practitioners<sup>1</sup>** (Architect, Engineers, Designers, Contractors)

(a) to be engaged in carrying out works<sup>1</sup>

Name .....	Cat./Class	Architect	Reg. No. ....
Name .....	Cat./Class	Eng/Civil	Reg. No. EC-
Name .....	Cat./Class	Eng/Electrical	Reg. No. EE-
Name .....	Cat./Class	Eng/Mechanical	Reg. No. EM-
Name .....	Cat./Class	Eng/Fire Safety	Reg. No. EF-
Name .....	Cat./Class	Building Surveyor	Reg. No. BS-
Name .....	Cat./Class	Builder	Reg. No. CB-

**Description of Building Activity:** .....

**Duration of Building Activity:** .....

**Total Value of Building Activity (\$):** (including GST) .....

**Building Permit Application Fee (\$):** (office use only) .....

**Nominated Payer:** (please circle) Owner of land, Lessee or Agent

**Signature of agent or owner:** .....

**Print Name:** ..... **Date:** .....

**Date received by ABC:** (office use only) .....

**Additional attachments:** For the required information to be included in an application for a building permit, refer to regulations 2.05, 2.06 and 2.07 of the Airports (*Building Control*) Regulations 1996 and consult with the Airport Building Controller.

- Note 1** Building practitioner means:
- (a) a building surveyor; or
  - (b) a building inspector; or
  - (c) a quantity surveyor; or
  - (d) an engineer engaged in the building industry; or
  - (e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
  - (f) a builder, including a domestic 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.

**Note 2** Building approval application fee:  
Notice is given that in accordance with Regulation 5.01, a building permit application fee is required to be paid to the CPM Department of Infrastructure, Regional Development and Cities. This fee is to be collected by the Airport Building Controller prior to the issue of the building permit. The basis for calculation of that fee is in Schedule 1, Part 8 of the Airports (*Building Control*) Regulations 1996.

**Note 3** AAT Review - Under regulation 5.02 the applicant for the approval may make application to the Administrative Appeals Tribunal to have the decision of the Airport Building Controller to refuse or fail to approve a building activity reviewed.

## Fees Payable for Building / Works / Demolition Applications

### Part 8 of Schedule 1: Airports (Building Control) Regulations 1996

#### Melbourne, Essendon and Moorabbin Airports:

Item	Permit	Application fee (\$)
1	Variation Permits	250
2	Demolition Authorisation	400
	<b>Total estimated cost of proposed building or works (\$)</b>	
3	Up to 25 000	1 200
4	25 001 to 50 000	1 800
5	50 001 to 100 000	2 400
6	100 001 to 200 000	3 600
7	200 001 to 300 000	4 500
8	300 001 to 400 000	5 400
9	400 001 to 500 000	6 300
10	500 001 to 1 000 000	8 400
11	1 000 001 to 2 000 000	12 000
12	2 000 001 to 3 000 000	15 000
13	3 000 001 to 4 000 000	18 000
14	4 000 001 to 5 000 000	21 000
15	5 000 001 to 10 000 000	30 000
16	10 000 001 to 20 000 000	60 000
17	20 000 001 to 30 000 000	90 000
18	30 000 001 to 40 000 000	120 000
19	40 000 001 to 50 000 000	150 000
20	50 000 001 or more	210 000

#### Cheques to be made payable to:-

"CPM Department of Infrastructure,  
Regional Development and Cities"  
GPO Box 594  
CANBERRA ACT 2601  
ABN: 86 267 354 017

#### EFT Payment Details:-

BSB: 092-009  
Account: 11097-8  
Description:-  
Please Quote: "RAPS NO. 16561"

#### **IMPORTANT NOTE:**

**Please forward the bank remittance advice to [abcmelb@philipchun.com](mailto:abcmelb@philipchun.com) or cheques to the ABC Office for processing (do not forward it to the Department).**

## Building Approval Lodgement Checklist

The following information must be provided by the applicant to the Airport Building Control Office when making application for a Building Permit, Works Permit or Demolition Authorisation Permit.

1x no. hardcopy & 1x no. identical softcopy (USB, CD or via email to abcmelb@philipchun.com) of the following documents is required:

Item	Information	Provided		
		Yes	No	N/A
1.	Application Form – signed.			
2.	Application Fee (no GST applicable on fee). <i>Notes: (i) Total estimated Cost of building or works is to include GST; (ii) Attach payment remittance advice.</i>			
3.	Airport Lessee Consent (BAC).			
4.	Scope of Works Letter.			
5.	Demolition Method Statement. <i>Including Site Plan / Detailed Floor Plan, clearly highlighting all areas to be demolished, hoarding lines etc.</i>			
6.	Application Form for Performance Solution/Dispensation.			
7.	Plans (including Site/Location Plan) – (architectural, civil, structural, electrical, mechanical, fire protection & hydraulics). <i>1 no. hardcopy &amp; 1 no. softcopy to be identical/consistent</i>			
8.	Certification Design Form – (civil, structural, electrical, mechanical, fire protection & hydraulics). <i>All signed and referenced documents on form are consistent with lodged documents.</i>			
9.	Consulting Building Surveyor's certification & BCA assessment report. <i>Signed and referenced documents on form are consistent with lodged documents.</i>			
10.	Computations – (civil, structural, electrical, mechanical, fire protection & hydraulic). <i>All computations are referenced correctly on certification design forms, including revision no. &amp; date.</i>			
11.	Geotechnical Investigation Report. <i>All computations are referenced correctly on certification design forms, including revision no. &amp; date.</i>			
12.	Hazardous Materials Investigation Report – (Asbestos).			
13.	Hazardous Materials Investigation Report – (PFAS). <i>GEM-002 Written Desktop Assessment of PFAS Risk to be provided by ALC.</i>			
14.	Construction Environmental Management Plan (CEMP's).			
15.	Specifications – (architectural, civil, structural, electrical, mechanical, fire protection & hydraulic) <i>All Specifications are referenced correctly on certification design forms, including revision no. &amp; date.</i>			
16.	Reports – (Fire Engineering Reports, Energy Efficiency Reports, Accessibility Reports, Fire Test Reports) <i>All Reports are referenced correctly on certification design forms, including revision no. &amp; date.</i>			
17.	Fire Authority Approvals (from MFB or ARFF) <i>All Relevant Authority Consents are referenced correctly on applicable certification design forms, including Report No. &amp; date.</i>			