



APPLICATION TO ASSESS WORKS WITHOUT A PERMIT

To	Building Surveyor at Lighthouse Building Permits
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From	Please circle one: Owner / Agent of Owner		
ACN		ABN	
Applicant Name			
Postal Address of Applicant		Postcode	
Contact Person		Telephone	
Email			

Address for Serving or Giving of Documents		Postcode	
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Indicate if the Applicant is a Lessee or Licensee of Crown Land to which this application applies. Tick if applicable.	<input type="checkbox"/>
Contact Person	Telephone

Lessee Responsible for Building Work	
Indicate if a Lessee of the building, of which parts are leased by different persons, is responsible for the alterations to a part of the building leased by that Lessee.	<input type="checkbox"/>

Ownership Details (if applicant is agent of owner)			
Name of Owner(s) Insert full names			
ACN		ABN	
Postal Address of Owner		Postcode	
Contact Person		Telephone	
Email			

Property Details							
Number		Street/Road					
City/Suburb/Town						Postcode	
Lot/s		LP/PS		Volume		Folio	
Crown Allotment		Section		Parish		County	
Municipal District				Allotment Area (for new dwellings only) m ²			

Land Owned by the Crown of a Public Authority. Tick if applicable.



Details of Alleged Works Without a Permit

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History of Building Work (When started, What stage at now, When completed?)

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Nature of Building Work Tick if applicable.

Construction of a new building	<input type="checkbox"/>	Alterations to an existing building	<input type="checkbox"/>
Demolition of a building	<input type="checkbox"/>	Removal of a building	<input type="checkbox"/>
Extension to an existing building	<input type="checkbox"/>	Change of use of an existing building	<input type="checkbox"/>
Re-erection of a building	<input type="checkbox"/>	Construction of swimming pool or spa barrier	<input type="checkbox"/>
Construction of swimming pool or spa	<input type="checkbox"/>		
Other – please provide description:			

Proposed Use of Building/s

Proposed use:

Details of Notices and Orders Placed on the Property

Description	Date	Number	Council



Please obtain the following and invoice me accordingly Please tick.	
Property Information from Council	YES <input type="checkbox"/>
Title Documents, including Plan of Subdivision, etc.	YES <input type="checkbox"/>
Legal Point of Discharge from Council	YES <input type="checkbox"/>
Section 29A referral (if required)	YES <input type="checkbox"/>

Signature	
Signature of applicant	
Date	

By signing this form, you agree to be bound by the terms and conditions set out on our website and declare that no other building surveyor has been appointed for the project.

In accordance with Schedule 2, Clause 1 (c) (ii) I acknowledge that fees are payable upon making an application and if the project does not proceed that I will still be liable to pay a proportion of those fees.

TERMS OF ENGAGEMENT FOR APPOINTMENT OF LIGHTHOUSE BUILDING PERMITS

This agreement is for the provision of professional building surveying and consulting services in relation to the above project as nominated hereunder and you accept the appointment pursuant to the following terms and conditions:

1. SCOPE OF APPOINTMENT - SERVICES OF CONSULTING BUILDING SURVEYOR

- Stage 1 - Carry out a site inspection to assess the 'as built' works for compliance with the Building Regulations & Building Act
- Stage 2 - Assess documentation submitted in response to building notices/ orders issued by council (if applicable) and discuss outcomes with client, relevant consultants and council.
- Stage 3 - Issue a 'statement of compliance for the 'building works' upon satisfactory justification of the building work being achieved.
- FEES -Consulting fees for services nominated in scope of appointment above to be quoted on a job by job basis in accordance with the initial brief. This is subject to change if there are undisclosed or unforeseeable circumstances at the time of providing the quotation.

DEPOSIT - PAYABLE AT APPOINTMENT STAGE - 50%



2. SCOPE OF APPOINTMENTS (IN DETAIL)

Stage 1

- Client to provide architectural quality documentation of illegal works (or instruct us to obtain these at an additional fee)
- Client to provide photos of illegal works
- Client to provide copy of building notice / orders as issued by council (if applicable.)
- Lighthouse Building Permits to obtain property information and services details as required for applicable site.
- LHBP to carry out site inspection of illegal works and provide a preliminary report listing regulatory defects, recommendations and a summary of what is required to seek removal of the building notice / order issued by council (as applicable.)

Stage 2

- Review illegal works documentation as submitted by owner / agent in preparing for certification of documentation to seek removal of building notice / order as issued by council (as applicable.)
- Consider and prepare any dispensations or alternative solution applications for submission to Municipal Building Surveyor for their consideration.
- Provide summary report of status of illegal works assessment and confirm what is outstanding to enable submission to council.

Stage 3

- Review illegal works documentation leading to certification of architectural plans for submission to council.
- Carry out site inspection to ensure compliance on site as required.
- Review documentation and final inspection paperwork leading to certification of final inspection for submission to council.
- Seek cancellation of building notice / order as issued by council.

3. WHAT THESE FEES INCLUDES:

- Professional consultation (within the scope of appointment).
- Carrying out of cm initial site inspection to determine compliance and or non compliance of illegal building works.
- Assessment of provided documentation in relation to the Building Notice / Building Order.
- Certification of building works (if compliance is achieved).

4. WHAT THESE FEES DO NOT INCLUDE:

- Carrying out any works outside the scope of the role of a consultant building surveyor.
- Building Permit (if required) for any new building works or rectification of illegal works.
- Guarantee that the illegal building works as built complies with the building regulations.
- Guarantee that the building notice / order will be cancelled by council.
- Engagement of any structural engineers or other third party consultants



5. OTHER SERVICES TO BE PROVIDED OR OTHERWISE REQUIRED & APPLICABLE FEES

- Obtaining property information & services details
- Title Searches, etc.
- Photocopy / Correspondence
- Preparation of alternative solutions or dispensation consideration of Municipal Building Surveyor
- Administration

6. PAYMENT

Any disbursements at cost + administration fee

\$181.50 per hour plus GST

- Deposit of all payments will be required prior to starting review of each stage and at discretion of Consulting Building Surveyor.

7. ENTIRE AGREEMENT AND NO REPRESENTATIONS

- These terms and conditions constitute the entire agreement between Lighthouse Building Permits and the Client and no reliance may be placed by the Client upon any oral discussions or representations made prior to or at the time of signing this agreement. The Client will make no claim or demand in relation to any such representations either at common law or alleged breach of the Trade Practices Act 1974 (Commonwealth) or the Fair Trading Act 1 985 (Vic). The Building Surveyor is not an estimator or quantity surveyor.

8. DEBT COLLECTION

- Failure to pay fees when due will incur additional costs and the Client shall be liable to pay any debt collection fees and costs that may arise as a result of late or non payment of fees.

9. CONDITIONS

- Deposit payments are not the total fees. Lighthouse Building Permits reserves the right to charge any additional fees that may be applicable at any stage through the process of considering illegal works.
- Where additional building works are required such as rectification or completion of illegal works, a new building permit may be required to be issued prior to starting works. The building permit required for these new works is not covered under this agreement.
- Each council may have a different approach to satisfying illegal works as built. Lighthouse Building Permits will not be held responsible for council decisions and interpretation of the building regulations in relation to satisfying a building notice / order.
- Lighthouse Building Permits may refuse to carry out any further assessments at any time in writing. Any outstanding deposit monies may be refunded at our discretion.
- It is not the responsibility of this office to pursue compliance of the building notice / order as issued by council. This responsibility lies solely with the owner.
- After a period of 6 months this agreement may be terminated by LHBP if no substantial progress has been made by the client in resolving any issues or matters in relation to complying with the Building Notice issued by the Municipal Building Surveyor.
- Lighthouse Building Permits are not responsible for any government legislation that may change the process of assessment of illegal works that is introduced after the date of the agreement.

