



Fair Trading

APPLICATION FOR OWNER - BUILDER PERMIT
Home Building Act 1989

Please read the explanatory information before completing the form.
The form should be completed in black ink and BLOCK LETTERS.

An owner-builder permit is only required if the market value of the work (labour and materials) exceeds \$5000.

1 Details of Applicant (only one owner can apply)

Surname: [text box]

Given Names: [text box]

Date of Birth: [text box] Age Years [text box] Male Female

Note: Permits cannot be issued to persons under 18 years.

Postal Address: [text box]

Postcode: [text box]

Home Telephone: [text box] Business Telephone: [text box]

2 Supporting Documentation

Office Use Only Sighted

The following original documents (or certified copies) MUST be provided:

- Proof of legal ownership of land, e.g. copy of current rate notice.
• Copy of plans submitted to Council including a site plan.
• If the property is owned by a company, proof of the applicant's shareholding including evidence that all shares are owned by individuals.
• Evidence of approved training if construction work will exceed \$12,000:

Vertical column of checkboxes for Office Use Only Sighted

Owner Builder Course Provider: [text box] Dated: [text box]

3 Application fee:

The prescribed fee must accompany the application - see Home Building licence fees and charges at: www.fairtrading.nsw.gov.au/building or ask at your local Fair Trading Centre.

4 Details of Building Work:

Lot/Portion/Street Number: [text box] Street: [text box]

Town/Suburb: [text box] Postcode: [text box]

Council Area: [text box]

Brief Description of work including size and type of construction: [text box]

Council Development Application Number: [text box] Complying Development Certificate Number: [text box]
Construction Certificate No: [text box] Market value of building work: \$ [text box]

5 Do you intend to reside at the above address? No Yes

6 Have you been granted an Owner Builder permit for building work carried out on land other than the above during the past 5 years? No Yes

If yes, provide the details of the previous Permit number: [text box]

In addition, provide the address and a description of the previous work - see (1) and (2) on Page 2:

(1) Address of previous building work:

Lot/Portion/Street Number:	Street:
Town/Suburb:	Postcode:

(2) Description of previous building work: _____

7 Do you understand that:

- It is an offence for the holder of an owner builder permit to knowingly engage an unlicensed contractor, lend your permit to another person, or refuse to disclose names and addresses of contractors working on site? No Yes
- Owner-builder permits are not applicable to any commercial application? No Yes
- Owner-builder permits are applicable to single dwelling or dual occupancy only? No Yes
- You must own the land on which you are building? No Yes
- The house you are building or improving must be used as your home? No Yes
- You cannot obtain more than one owner-builder permit within 5 years unless you are building on or improving the same property, unless you demonstrate special circumstances? No Yes
- If you engage a contractor to do work over \$12,000 on your project, the contractor must take out home warranty insurance and give a certificate of insurance to you? No Yes
- If and when you sell this dwelling within 6 years of completion of the work and the project was more than \$12 000 (labour and materials), you must attach the following to the contract of sale:
 - 1. a note that an owner-builder permit was issued in relation to the work and that the work done under the permit required home warranty insurance ; and No Yes
 - 2. the certificate of home warranty insurance. No Yes
- If you do not include the note and the insurance certificate the purchaser can void the sale, unless you had arranged the insurance before entering into the sale of contract. In this case, you must provide the certificate of insurance prior to settlement. No Yes

DECLARATION BY APPLICANT
(PENALTY FOR FALSE STATEMENT \$2 200)

8 The Applicant for this permit:

- authorises Fair Trading to make any enquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this permit;
- acknowledges that information will be placed on a register open to the public in accordance with the Home Building Act 1989;
- has a right to seek access to and correction of information supplied; and
- accepts that failure to supply information required on this form may delay the processing of the application

Signature of Applicant: _____ Date: ____/____/____

Application Lodgement:

- 1. In person: at any Fair Trading Centre (FTC).
- 2. By Post: mail to any Fair Trading Centre (FTC).

Telephone Enquiries: Contact the Fair Trading Information Centre on 13 32 20

Language Assistance: Telephone: 13 14 50 Ask for an interpreter in your language.
TTY: 02 9338 4943 Telephone service for the hearing impaired.

FOR OFFICE USE ONLY

Payment Received at:		Permit Number:	
Amount:		Receipt Number:	
Cashier:		Date:	
Permit Approved/Refused:			