



Application for Owner Builder Permit

Occupational Licensing Act 2005

SECTION 1 - Applicant Personal Details

Please complete personal details for ALL TITLEHOLDERS of the property where the building works will be undertaken. A company will not be issued a permit and are not required to apply. If there are more than 2 owners please photocopy this page and attach to the application.

Applicant 1 (person who has successfully completed the prescribed courses)

Title	Surname	Given Names	Former Name/s (Example maiden name)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Residential Address (NOT PO Box)		
<input type="text"/>	<input type="text"/>		
Daytime Phone Number	Mobile Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Applicant 2

Title	Surname	Given Names	Former Name/s (Example maiden name)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Residential Address (NOT PO Box)		
<input type="text"/>	<input type="text"/>		
Daytime Phone Number	Mobile Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

SECTION 2 - Details of the Property

Address

Municipality (Local Council)

Certificate of Title Number

Volume

Folio

SECTION 3 - Details of Proposed Building Work (new build, alteration, addition)

Please provide SPECIFIC details of the proposed building work

What is the main intended use of the building?

Insurance Details

Public liability \$ 5 million	Insurer (attach copy) <input type="text"/>	Expiry Date <input type="text"/>	\$ Amount of Cover <input type="text"/>
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SECTION 4 - To be completed by your Building Surveyor

Name of Licensed Building Surveyor

Licence Number

Business Name

Business Address

Business Phone

Mobile Phone

Email

Building Surveyor Project Reference Number

BCA Classification

Estimated market value of the building work calculated from current construction cost data for buildings (includes the costs of all labour, materials and GST as if the project were to be constructed by a licensed builder).

\$

Building Surveyor's Signature

SECTION 5 - Previous work as an Owner Builder

Has any applicant performed work as a registered owner builder in the last 10 years? Yes No

If yes - give details of the address, date and type of building work

SECTION 6 - Declaration by applicants

This declaration must be made by all titleholders of the property. If there are more than 2 owners please photocopy this page and attach to the application.

I declare that I am intending to be an owner builder as defined in the *Occupational Licensing Act 2005* and under the following:

- One applicant has successfully completed:
 - an approved Owner Builder Responsibilities Course and has attached a copy of the results or certificate of completion issued less than 12 months ago; and
 - the Construction Industry OHS Induction Course (White Card).

If land is owned jointly, only one applicant for owner builder registration is required to complete both owner builder courses.
- I am aware of the obligations, risks and responsibilities as the owner builder under the *Occupational Licensing Act 2005*, the *Building Act 2016* and the *Occupational Licensing (Building Services Work) Regulations 2016*;
- I am the relevant person in control of a business or an undertaking for the purposes of the *Work Health and Safety Act 2012*;
- I am responsible for the quality of work and may be liable to subsequent owners for defective building work up to ten years after completion or an occupancy permit has been issued;
- The information provided by me is complete, accurate and true. It is a serious offence to give false or misleading information, or to omit any matter, knowing that without the matter the information given is false or misleading.

Declared on the _____ day of _____ 2017

Owner Signature

Owner Signature

Owner Name

Owner Name

SECTION 7 - Payment

Payment can be made at Service Tasmania (see www.service.tas.gov.au to find the nearest shop) or by credit card

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Card Number (must be 16 digits - no spaces)	Expiry Date (mm/yy)	CCV	\$ Amount
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder Name					
<input type="text"/>					Signature

NOTE - all titleholders of the land must provide their full name, date of birth and contact details on this application and sign the form. If more than two joint land owners are named on the title please photocopy the additional pages required from a blank application, to complete and attach for the other applicants.

Applicants to complete and sign this form and provide to the Building Surveyor.

Attachments to be provided with the application form

- Proof of Tasmanian Government approved completed Owner Builder Responsibilities Course **AND** Construction Industry OHS Induction; and
- Copy of the Contract of Sale (if applicable). This is only needed if the applicants are purchasing the property and don't currently hold title.
- Insurance details

Lodging the form

The Building Surveyor is to complete Section 4 on page 2 of this form and sign.

The applicant can lodge the completed form with the appropriate documentation at any Service Tasmania shop (see www.service.tas.gov.au for the nearest shop)

Personal Information Protection Statement

Personal information we collect from you for licensing processes will be used by the Consumer, Building and Occupational Services division of the Department of Justice, for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of Consumer, Building and Occupational Services; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.