



Office use only | Location of FTC/GAC. | Permit Number:
Amount paid | Receipt Number | Method (POST / OTC / GAC) | Date of receipt

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: []
Given Names: []
Date of Birth: [] / [] / [] Age Years [] [] Male [] Female
Note: Permits cannot be issued to persons under 18 years.

Postal Address: []
Home Telephone: [] Business Telephone: [] Postcode: []

2 Market value of building work: \$ []

3 Details of Building Work:

Lot/Portion/Street Number: [] Street: []
Town/Suburb: [] Postcode: []
Council Area: []
Brief description of work including size and type of construction: []

Council Development Application Number: []
Construction Certificate No: []
Complying Development Certificate Number: []

4 Do you intend to reside at the above address? [] Yes [] No

5 What is the purpose of the work? [] To be used as your residence or, in conjunction with your residence
[] Other, please specify []

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? Yes No

If yes, provide the details of the previous permit number:

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

(1) Address of previous building work:

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

(2) Description of previous building work: _____

7 Owner-builder course provider: _____ Dated: / /
Please attach course certificate.

8 Is the work to be carried out under the owner-builder permit intended for building or improving a single dwelling house or dual occupancy? Yes No

9 Do you own the land on which you are building? Yes No

10 Is the dwelling subject to the owner-builder permit intended to be used as or designed to be used as:

- a boarding house, guest house, hostel or lodging house? Yes No
- part of a hotel or motel? Yes No
- part of an educational institution? Yes No
- accommodation (other than self-contained units) specially designed for the aged, persons with a disability or children? Yes No
- a house or unit designed, constructed or adapted for commercial use as tourist, holiday or overnight accommodation? Yes No
- part of a non-residential building that is constructed or adapted for use as a caretaker's residence? Yes No

11 Will you be living in the dwelling you are building or improving after the work authorised by the permit is done? Yes No

If you answered no, please state why you will not reside in the dwelling:

12 Do you understand that:

- it is an offence for the holder of an owner-builder permit to knowingly engage an unlicensed contractor, lend their owner builder permit to another person, or refuse to disclose to officers of NSW Fair Trading the names and addresses of contractors working on site? Yes No
- 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? Yes No
- if you sell this dwelling within 6 years of completion of the work and the cost of 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
 - 2. the certificate of home warranty insurance. Yes No
- 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 contract of sale.
Note: In this case, you must provide the certificate or insurance prior to settlement. Yes No

13. Declaration

Before you sign your declaration please note the following penalties for false or misleading statements:

Under s.307A of the *Crimes Act 1900* a person is guilty of an offence if she/he makes a false or misleading statement in an application for an authority or benefit. The penalty for false or misleading application is imprisonment for 2 years, or a fine of \$22,000 or both.

Under s.43(1) of the *Home Building Act 1989* the Commissioner may cancel a permit if it is later discovered that a permit holder misrepresented information in their permit application.

Read and sign the declaration below and submit your application, supporting documents, POI documents and fee for assessment.

(Enter name in BLOCK letters)

I, _____, the applicant for this permit hereby authorise:

- Fair Trading to make necessary inquiries with any organisation or individual to verify any information provided in this application to establish my identity and my eligibility for a licence or certificate
- Fair Trading to publicise or pass to other governments and police agencies in other jurisdictions details of any lost or stolen document, to restrict its illegal use
- any organisation or individual to disclose relevant information to Fair Trading for these purposes
- Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence/certificate.

(Enter name in BLOCK letters)

I, _____, the applicant for this permit understand that:

- it is a criminal offence under the Crimes Act 1900 to deliberately make false or misleading statements
- this application and the information provided in this form remains the property of the NSW Government
- information will be placed on a register open to the public in accordance with the *Home Building Act 1989* and available under the *Government Information (Public Access) Act 2009*
- failure to supply information required on this form may delay the processing of this application
- I have a right to seek access to and correct any information I have supplied.

I declare that the statements made in this application are true and correct.

Signature of Applicant

Date

Application Lodgement & Supporting Documents:

This application, the lodgement fee & the following documents can be lodged;

- Proof of legal ownership of land, e.g. copy of current rate notice (if land is owned by a company, then the individual applicant must also provide evidence of their shareholding and a letter of consent from all other shareholders to develop the land under a permit).
- Copy of plans submitted to Council including a site plan.
- Evidence of approved training if construction work will exceed \$12,000:

1. In person: at any Fair Trading Centre (FTC). or 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.