

# RESOLUTION OF ILLEGAL BUILDING WORKS APPLICATION

(COMMERCIAL)

## Step 1. Please provide the property details

Street no.		Street name		
Suburb			Post code	
Lot no.		LP/PS		

## Step 2. Are you the owner of the property?

- Yes  No (Please attach a completed agent authorisation form.)

## Step 3. What are your details?

Company			
Name			
Address			
Mobile		Email	

## Step 4. Please provide a description of the illegal building works below

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## Step 5. Have you attached the following documents?

- Copy of the Title and Subdivision Plan
- Copy of all restrictions on the Title, such as Section 173 Agreements or Covenants
- Copy of architectural drawings – site plan, floor plan, elevations (as applicable)
- Copy of engineering design documents (drawings and computations)
- Copy of compliance certificates issued by an engineer (design and inspection)

- Copy of Determinations/Modifications/Alternative Solutions (if applicable)
- Evidence of building approval for any future rectification works (if applicable)
- Evidence of planning approval (if applicable)
- Evidence of builder's warranty insurance (for cost of works exceeding \$16,000)
- Copy of Statement of Compliance completed by a private building surveyor

### Step 6. Complete this declaration

- I understand that the application fee covers the cost of administration plus one site inspection. Other fees may apply should additional inspections or consultations be required and I agree to pay such fees.
- I understand that smoke detectors must be installed in accordance with the building regulations.
- I, as the owner/agent of the owner, hereby grant consent to the Municipal Building Surveyor or his/her representative under Section 231(2)(a) to enter the building/s and upon the land.
- I confirm that the information contained in this application is true and correct and I understand that it is an offence to provide false or misleading information under Section 246 of the Building Act 1993.

Your signature		Date	Click or tap to enter a date.
Your full name			

### Step 7. Return this form via one of the methods below and pay the \$2027.50 fee

- Save and email this Word document to [building@ballarat.vic.gov.au](mailto:building@ballarat.vic.gov.au)  
We will e-mail you out a schedule of fees to pay online, or
- Print this form and bring it in to The Phoenix Building 25 Armstrong St Sth, Ballarat. You will be able to pay over the counter from 8.30am – 5pm Monday to Friday

**Note:** Your personal information is being collected by City of Ballarat for the purpose of processing your application for resolution of illegal building works in accordance with the *Building Act 1993*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

#### Office use only (PP/BNT) 2024/25

Receipt number	
Date received	