

**Owner/Builder Acknowledgment**  
(Commercial Use)

**CLEAR FORM**

I, \_\_\_\_\_ of \_\_\_\_\_

am the owner of a building/land situated \_\_\_\_\_

at \_\_\_\_\_

and intend to carry out building work at that site as an owner/builder. I have made an application for a building permit in respect of this proposed building work.

I am aware that as an owner/builder:

1. If I sell the building within 10 years of the date of issue of a certificate of final inspection in respect of this building work I am required to:
  - a.) obtain an inspection report on the building work carried out (prepared by a Prescribed Practitioner not more than six months before entering into a contract to sell the building listing the details of the building work, conditions, defects, incomplete works etc.), and,
  - b.) take out an appropriate insurance policy (obtain the Prescribed Warranty insurance cover for the building work, which will cover the time remaining of the 10 years, which commences from the date of completion of the building work). (Section 137B Building Act 1993).
2. I need to have the necessary knowledge and experience to act as an owner/builder. I do not intend any other person apart from myself to supervise or manage the building work.
3. After the issue of a building permit, I am required to notify the relevant building surveyor in writing within 14 days after any change in the name or address of the owner or of the builder carrying out the building work. (*Regulation 44 of the Building Regulations 2018*)
4. After the issue of a building permit, I am responsible for notifying the relevant Building Surveyor without delay after the completion of each mandatory notification stage of that work. (*Section 33(1) Building Act 1993.*)
5. After the issue of a building permit I am required to have one set of the approved plans, specifications and documents and a copy of the building permit available for inspection at the site while the building work for which the building permit was issued is in progress. (*Regulation 41 of the Building Regulations 2018*)

6. I have estimated the cost of the building work on the Form 1 - application for a building permit. I have calculated this cost of building work by the following means:

*(Signature of applicant)*

*(Date)*

*(Signature of relevant building surveyor)*

*(Date)*

**Greater Shepparton City Council**  
Building and Planning Department  
Locked Bag 1000, Shepparton 3632  
Central Office: 90 Welsford Street, Shepparton 3630  
Ph: 03 5832 9730 Fax: 03 5831 1987 Email: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)  
ABN 59 835 329 843