



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

APPLICATION FOR OWNER - BUILDER PERMIT
Home Building Act 1989

FREEHOLD LAND INTEREST ONLY



Office use only, Office location, Permit Number, Amount paid, Receipt Number, Method Counter only, Date of receipt

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

Supporting Documents:

- Notice of Determination - Approval (Copy of development approval (CDC or DA) from a certifying authority)
Evidence of approved training if construction work will exceed \$12,000 ie. 'Course in Owner-Builder Compliance - 91509 NSW'

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, Council Development Application Approval Number, Complying Development Certificate Approval Number, Certifier Number

4 Description of Building Work:

Description of building work text area

- 5 Have you commenced the building work that is subject to development consent?
6 Have you had an owner-builder permit in the last 5 years in NSW?
7 Do you intend to permanently reside at the above address upon completion of the building work?
8 If the value of the building work exceeds \$12,000, have you completed the 'Course in Owner-Builder Compliance - 91509NSW'?

9 Do you understand that:

- this owner-builder permit authorises the construction, alteration or addition to a single dwelling house or a dual occupancy that is to be used as a residence by the owner. Yes No

- it is an offence for the holder of an owner-builder permit to 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 \$20,000 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 \$20,000 (labour and materials), you must attach the following to the contract of sale: Yes No
 1. a conspicuous 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 for the total cost of the project.

- If you do not include the note and the insurance certificate to the contract of sale, the purchaser may void the sale unless you arrange the certificate of insurance prior to settlement. Yes No

10 Declaration of prescribed interest in land

1. I (individually, jointly or in common, either at law or in equity) have a freehold interest in the subject land (such as where the person is duly registered under the *Real Property Act 1900* as the proprietor of an estate in fee simple, whether unconditionally, for life or in remainder). Yes No

Name: _____ Signature: _____

Note:

If you have answered 'YES' to question 10 above, please proceed to declaration at question 11 on the following page. If you have answered 'NO' to question 10 above, depending on your circumstances you may be eligible to apply for an owner-builder permit using Form B - Leasehold Interest and Company Shareholder Interest Only.

11. 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, fee and supporting documents for processing.

(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 an owner-builder permit.
- 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 owner-builder permit.

(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 may be subject to site inspections by officers of Fair Trading during the course of construction to ensure compliance with the licensing, contract and home warranty insurance requirements of the *Home Building Act 1989*.

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

Signature of Applicant

Date

Application Lodgement

This application, the lodgement fee & the following supporting documents must be lodged in person at any Fair Trading Centre or Service NSW Centre.

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- **Evidence of approved training if construction work will exceed \$12,000** ie. *'Course in Owner-Builder Compliance - 91509 NSW*

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.