

# Application for Owner Builder Permit

It is important you complete all sections on this application form. Make sure you attach all the required documents. If any information is missing, CBOS will be unable to process your application.  
Submit this form and documentation at your nearest Service Tasmania shop (see [www.service.tas.gov.au](http://www.service.tas.gov.au) for the nearest shop).

- All owners on the Title apply and sign this form
- Complete application form in full (don't leave any sections blank)
- Construction (White) Card - attach evidence
- Owner Builder Course - attach evidence of course completed within 12 months (**Class 1a only**)  
**Note:** Owner Builder Course is not required for Classes 8 and 10a and 10b
- Insurance - attach evidence of insurance, Certificate of Currency or payment receipt (**not an invoice**)
- Attach payment receipt provided by Service Tasmania
- Attach copy of the Contract of Sale (if applicable)  
**Note:** Contract of Sale is only needed if the applicant is purchasing the property and doesn't currently hold title

This form will not be processed by Consumer, Building and Occupational Services unless all parts are completed and with the required attachments.

## Section I - Applicant Personal Details

Please complete personal details for **all title holders** 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 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 ( <b>Not PO Box</b> )	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<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 ( <b>Not PO Box</b> )	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<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)

Class 1a building

Please provide SPECIFIC details of the proposed building work

Class 8 or 10 building

What is the main intended use of the building?

### Insurance Details

Public liability  
\$ 5 million

Insurer (attach copy)

Expiry Date

\$ Amount of Cover

## 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

Is this illegal building work?  Yes  No

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:

1. One applicant has successfully completed:
  - (a) 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
  - (b) 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.

2. 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*;
3. I am the relevant person in control of a business or an undertaking for the purposes of the *Work Health and Safety Act 2012*;
4. 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;
5. 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 \_\_\_\_\_ 20

Owner Signature

Owner Signature

Owner Name

Owner Name

## Section 7 - Payment

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

MasterCard  Visa

Card Number (must be 16 digits - no spaces) Expiry Date (mm/yy) \$ Amount CCV

Cardholder Name

Signature

Payment made at Service Tasmania and receipt attached

## 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](http://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.