

Completing an Owner Builder Application Form

SECTION: INTRODUCTION

The first page outlines the process and important information you need to know before starting.

Home > Building > Owner Builder Applications > New Owner Builder Application

Introduction
Applicant details

A

Introduction

Welcome to the Owner-builder application

Are you ready to commence your application? Doing your research and being prepared can assist with the timeliness of processing your application. Please read through the following checklist to make sure you are prepared and ready to submit your application.

Before filling in this form, you will have:

- Read the Owner-builder information on the VBA website
- Read the Owner-builder study guide
- Successfully completed the O
- Where the eLearning assessment Training in Victoria.

Important! Supporting documents

You will be required to scan and upload documents where/if necessary.

If you do "Save as draft" be aware the documents in line with their specific

If you are eligible to apply for an Owner-builder (individual circumstances) might include:

- Proof of Identity - Photo ID e.g.
- Proof of Change of Name - e.g.
- Proof of your Victorian WorkSafe
- Proof of Ownership - A Registered application. If you need to obtain a Statutory Declaration from each date the application is submitted
- If the land is owned by a Company of the date the application is submitted application and carrying out of
- If the land is owned by a Trustee the trust, the name of each trustee written authority of the trustee and carry out the work. This may
- If applicable, site plan, building

Once submitted, an Owner Builder Certificate may add to the processing time.

It is a punishable offence under section 246 of the Building Act 1993 for any person to knowingly make a false or misleading statement or to provide any false or misleading information to a person or body carrying out any function under the Act.

Information Collection

Personal information provided by you in connection with this application is collected by the Victorian Building Authority ('Authority') under section 25C of the Building Act 1993 for the purposes of determining whether a certificate of consent can be issued for you to carry out domestic building work on your land. It is necessary to collect the personal information for the Authority to fulfil its duties and obligations under the Building Act 1993. If you fail to provide the personal information requested, your application may be refused.

The Authority respects your privacy. Your personal information will be collected and used in accordance with the Privacy and Data Protection Act 2014.

You may gain access to personal information collected from you by the Authority, provided that the Authority may require requests for such information to be submitted in accordance with procedures set out in, and in a form required or permitted by, the Privacy and Data Protection Act 2014 or other relevant legislation.

The VBA will publish certain details of Owner Built projects on its website. Details published will include the address of the property where the owner-builder works will take place, the date of the issue of the certificate, the number of the certificate, and details of the proposed building works.

Have you read the information regarding the process on the VBA web site? *

☒ Yes
☐ No

You MUST have read the information regarding the process on the VBA web site in order to proceed to the Next page

C

Next

B

Save as draft

C

Next

D

Cancel

Useful information
on the Owner
Builder process

Aspects:

A. Side navigation menu showing the form sections – Not all of the sections will be visible as you start - sections of the form will appear depending on your answers to particular questions.

You can click onto a link to go to another section, but if you have missed mandatory questions, you will be directed back to the page to review your answers

B. Save as draft – Save the form as draft at any time during the application process. It is a good idea to regularly save your form as you progress

C. Next button – Takes you to the next section of the form

D. Cancel – Will exit the form and take you back to the VBA360 home page

SECTION: APPLICANT DETAILS

The applicant details section will ask you a number of questions to ensure that you are eligible or require an Owner Builder Certificate of Consent for your intended project.

Home > Building > Owner Builder Applications > New Owner Builder Application

The screenshot shows the 'Applicant details' form. On the left, a sidebar contains 'Introduction' and 'Applicant details'. The form fields include: Name (John Jones), Email (john.jones@test.local), Phone / Mobile (03 0000 0000 / 0400 000 000), Date of birth (26/11/1973), Proof of identity (Photo ID) with radio buttons for Driver's Licence, Passport, and Other, and Estimated cost of building work. Callout A points to the 'Proof of identity - (Photo ID) *' label. Callout B points to the 'Attach a copy of your photo ID * ?' label and the 'Upload New' button. Callout C points to the 'Estimated cost of building work * ?' label and its input field. A red box on the left states: 'According to your answer, more questions or advisory text will appear'. A red box on the right states: 'Throughout the form, you must answer certain threshold questions in order to continue. The form will guide you as you progress. The Next button will appear if you are eligible to continue'.

Aspects:

- A. **Mandatory questions** – Mandatory questions are shown with a red asterisk *
- B. **Help** – Additional help or explanatory text is available by clicking on the ? icon. Once open, click *Close Help* in the lower right hand corner to close the pop up

This screenshot shows the 'Estimated cost of building work * ?' field. A help pop-up is displayed, stating: 'Domestic building work must be \$16 001 or more in order to require a certificate of consent. The cost of work must include the costs of labour - including your own labour - materials and GST, and be the commercial value of the project. Cost stated must be the same as that to be included on the building permit application - refer to a building surveyor for assistance where required.' The pop-up has a 'Close Help' link in the bottom right corner.

- C. **File Upload** – You must upload files when requested in order to support your application. File names should you unique meaning that you should not upload files with the same name as it will overwrite the previously uploaded file

Click *Upload New* and a pop up will appear. Select *Choose File*, navigate to the location on your computer or device where the file has been stored, select it and click *Start Upload*.

The screenshot shows a 'Select Attachment file' pop-up. It contains the text 'Please ensure that all file names are unique' in red. Below this is a 'Choose File' button, which is currently disabled and shows 'No file chosen'. At the bottom are 'Start Upload' and 'Close' buttons.

Once you have uploaded a file the file name will appear:

Attach a copy of your photo ID * ?

[Clear content selection](#)

(Proof of Identity.jpg) [\[Open\]](#)

To delete a file and select a new one, click *Clear Content Selection*. To open the file and make sure it is the one you intended, click *Open*.

Please note: the maximum file size is 20MB. Accepted file types can be found by clicking ? next to the question.

SECTION: APPLICANT HISTORY

The **Applicant History** section will ask for information regarding your online assessment outcomes.

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Applicant details
Applicant history

Applicant history

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Have you completed the owner-builder online assessment? *

☒ Yes
☐ No

You must have completed the owner builder online assessment in order to continue

Please enter your date of completion *

Enter your **date of completion**, your assessment number and click **Verify code**

Please enter your Owner-builder eLearning Certificate of Completion Assessment number *

Verify code

The system will validate the details you have entered and ensure they match the details that have been reported by the assessment system.

Your online assessment will have advised if you are also required to complete the Construction Induction Training also known as the Victorian Worksafe “White Card”.

If this is the case, you will also need to enter your White Card license number and upload a scanned copy of your card before you can continue.

SECTION: PROPERTY DETAILS WHERE THE WORK WILL TAKE PLACE

You must now provide details about the property where the work will take place.

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Applicant history
Property details where the work will take place

Property details where the work will take place

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Please enter the address as it appears on your Certificate of Title or Registered Search Statement (RSS)

Enter a (full or partial) address and Validate *

A

15 Emu Rd, Wood

Validate address

Select address

15 EMU RD, WOOD VIC 3009

B

☐ Enter address manually

C

Your selected address: ?

15 EMU RD, WOOD VIC 3009

Relevant council (Municipality) * ?

Hume City

Type of ownership *

- ☐ Individual
☐ Company
☐ Trust

D

Proof of ownership

Please attach a copy of your Certificate of Title or Registered Search Statement (RSS) * ?

Upload New

Please enter the date that your Certificate of Title or Registered Search Statement (RSS) was produced. *

Volume and folio number

Please enter the volume and folio number of the property, as it appears on your Certificate of Title or Registered Search Statement (RSS).

Some Titles/Registered Search Statement display two volume and folio numbers, as this number does not relate specifically to your parcel of land.

Older titles may have a folio number of more than three digits. If so, enter only the last three digits of the folio number.

Volume * / Folio *

/

Have you carried out domestic building work as an owner-builder (on different land than noted in this application) in the past five years? *

(i.e. Previously obtained a certificate of consent and an owner-builder building permit.)

Note: the five year timeframe commences from issue date of the building permit, not the issue date of the certificate of consent.

- ☐ Yes
☐ No

Have you at any time entered into a contract to sell a building you constructed as an owner builder, without obtaining the required insurance? *

- ☐ Yes
☐ No

According to your answers, more questions or advisory text will appear. The form will guide you as you progress. The Next button will appear if you are eligible to continue.

Aspects:

- A. Enter your address** – Click Validate address once you have entered your address
- B. Address results** – The results will be displayed in this drop down menu. Select your address from the results as there may be more than one match. If no results are found you will be asked to enter your address manually
- C. Enter address manually** - If you can't find your address in the results list, select Enter address manually to provide your details
- D. Type of ownership** – Select the relevant type of ownership for the property. New sections of the form will become available accordingly

SECTION: CO-OWNER(S) DETAILS

On the Property Details page, if your *Type of Ownership* is Individual and you answered Yes to *Do you co-own the property with someone else?* you will need to provide the details of all of your co-owners

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Introduction

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Co-owner(s) details

(1) Co-owner 1

(2) Co-owner 2

3rd parties and exemptions

Description of work

Confirmation

Co-owner(s) details

Save as draft Previous Next Cancel

Please include the details of all other current owners who are listed on the Certificate of Title/Register Search Statement

If a co-owner has had a change of name since the Certificate of Title/RSS was produced, please provide the relevant supporting documentation (marriage certificate, change of name by deed poll).

A co-owner authorisation statement is required for each co-owner, stating they authorise the Applicant to carry out the project that this application relates to. Each co-owner needs to sign their authorisation statement.

Signatures of the co-owners must be dated within 28 days of the date of the application.

To add the details of more than one co-owner, click the + icon at the bottom of the page. The maximum you can add is 10.

Title

First name *

Middle name

Family name *

Date of birth *

Email address *

Phone number *

Mobile number *

Residential address

Enter a (full or partial) address and Validate *

Validate address

☐ Address is not in Australia

Postal address

Enter a (full or partial) address and Validate *

Validate address

☐ Address is not in Australia

Please attach co-owner written authorisation * ?

Upload New

You must ensure the name you have identified the co-owner with matches their name on the certificate of title

Has their name changed? *

☐ Yes

☐ No

Has this co-owner carried out domestic building work as an owner-builder (on different land than noted in this application) in the past five years? *

☐ Yes


☐ No

C

+

Next

Aspects:

- A. Address section** – Use the address validation tool in the same way as from the Property Details page
- B. Address not in Australia** – If your co-owner resides overseas, select this option to manually add an international address
- C. Add more than one** – To add the details of another co-owner, click the  icon.
- D. Co-Owners** – Multiple co-owners will appear in the side navigation menu

SECTION: COMPANY OWNERSHIP

On the Property Details page, if your *Type of Ownership* is Company you will need to provide the details of all of your company and co-directors (if any).

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will take place
Company ownership
3rd parties and exemptions

Company ownership

Save as draft

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Cancel

Are you a director of this company? *

☒ Yes
☐ No

Are you the sole director of the company? *

☐ Yes
☒ No

Attach an ASIC Company Statement that s
address of the company's registered office

Upload New

According to your answers, different questions or advisory text will appear. The form will guide you as you progress.

Do you have written authorisation from the company to make this application and carry out the work?

☐ Yes
☐ No

Attach written authority of the body corporate to the application and the carrying out of the work signed by all of the directors. This must be signed within 28 days of the application submission date. *

Upload New

ABN *

Validate

Validate

A

Co-Director details

To add the details of more than one co-director, click the + icon at the bottom of the section. The maximum you can add is 10.

C



Director 1

Title

First name *

Middle name

Family name *

Has this co-director carried out domestic building work as an owner-builder (on different land than noted in this application) in the past five years? *

(i.e. Previously obtained a certificate of consent and an owner-builder building permit.)

Note: the five year timeframe commences from issue date of the building permit, not the issue date of the certificate of consent.



☐ Yes
☐ No



B

Next

Aspects:

- A. **ABN** – For a company you must validate your ABN. Enter the ABN and click Validate. The system will check with the Australian Business Register and confirm the Organisation name belonging to that ABN and the ACN (if any)
- B. If the company has co-directors, you must provide their details here. To add more than one, click the  icon
- C. If you have accidentally added one too many co-director sections to the form, select the check box next to the Director then click the  icon

SECTION: TRUST OWNERSHIP

On the Property Details page, if your *Type of Ownership* is Trust you will need to provide the details of all of your Trust and co-trustees (if any).

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Trust ownership
3rd parties and exemptions

Trust ownership

Save as draft Previous Next Cancel

Are you a beneficiary of the trust that the property is subject to? * Are you the sole beneficiary of the trust? *

☐ Yes
☐ No

☐ Yes
☒ No

Attach a certified copy of the trust deed, the name of each trustee and the date of this application. *

Upload New

According to your answers, different questions or advisory text will appear. The form will guide you as you progress.

Do you have the written authorisation of the trustee(s) attesting to the trustee(s) authorisation of the beneficiary of the trust to make the application and carry out the work? *

☐ Yes
☐ No

Name of Trust

Note: If your trustee is a company and not an individual also include company trustee name here - e.g. ABC Trust ABC Pty Ltd

Nature of business of Trust (if any)

Trustee(s) details

To add the details of more than one co-trustees, click the + icon at the bottom of the section. The maximum you can add is 10.

B

☐ Trustee 1

Title	First name *	Middle name	Family name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Has this co-trustee carried out domestic building work as an owner-builder (on different land than noted in this application) in the past five years? *

(i.e. Previously obtained a certificate of consent and an owner-builder building permit.)



Note: the five year timeframe commences from issue date of the building permit, not the issue date of the certificate of consent.

☐ Yes
☐ No

+ - A

Next

Aspects:

- If the trust has co-trustees, you must provide their details here. To add more than one, click the  icon.
- If you have accidentally added one too many co-trustee sections to the form, select the checkbox next to the Trustee then click the  icon.

SECTION: 3RD PARTIES AND EXEMPTIONS

The 3rd parties and exemptions page is the final check for any history by you or someone associated with the application who has carried out domestic building work as an Owner Builder in the past five years.

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will take place

Co-owner(s) details

≡ (1) Co-owner 1

≡ (2) Co-owner 2

3rd parties and exemptions

Description of work

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3rd parties and exemptions

Save as draft

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Cancel

Have you co-owned land with a person who is not part of this application (different land than noted in this application)? *

☐ Yes

☐ No

Next

If you have answered Yes to this or any previous similar questions you have the opportunity to apply for an exemption.

If not, you will be able continue immediately.

SECTION: DESCRIPTION OF WORK

The Description of work page requires you to describe the type of work you are looking to complete as an owner builder.

Some answers may require you to provide copies of supporting documentation such as a floor plan or accreditation papers for a bushfire shelter.

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3rd parties and exemptions
Description of work
Confirmation
Recent Files
 Owner-Builder Application

Description of work

Save as draft

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Next

Cancel

Is the proposed building work on vacant land? *

- ☐ Yes
☒ No

Which best describes the work you intend to undertake? *

- ☐ New single home
☐ Conversion of an existing building into a home
☒ Building Works to an Existing Home
☒ Non-habitable structures related to a single dwelling and/or Dependent Persons Unit or Bungalow or Studio

A

According to your answers, different questions or advisory text will appear. The form will guide you as you progress.

Existing Homes

Structures related to a single dwelling

Building Works to an Existing Home

These projects relate to a single dwelling. Select as many combinations as apply.

Existing home ?

- ☐ Extension of
☐ Renovation of
☐ Alteration of

Verandah

- ☐ Construction of
☐ Extension of

Deck

- ☐ Construction of
☐ Extension of

AI fresco

- ☐ Construction of
☐ Extension of

Balcony

- ☐ Construction of
☐ Extension of

Next

Aspects:

A. Description of work tabs – Depending on your answer as to which *best describes the work you intend to undertake*, you will be presented with tabs where you can select specific types of work or structures that are a part of your planned works

SECTION: CONFIRMATION

When you are ready to submit your application, click Proceed. If any mandatory questions have been missed or some validation has not been met, you will be advised.

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Applicant history

Property details where the work will take place

3rd party options

Description

Confirmation

Confirmation

Save as draft

Previous

Cancel

Purpose of project: *

- ☐ I will continue to live in this home upon completion of this project
- ☐ I intend to live in this home upon completion of the project
- ☐ I intend to rent this home upon completion of the project
- ☐ I intend to sell this home upon completion of the project

This is a required field

I warrant to the Victorian Building Authority that the following statements are true and correct: *

- ☒ I am the person who is registered as proprietor of the land to which this application relates.
OR
Where a body corporate is or is entitled to be the registered proprietor of the land to which this application relates, I am a director of the body corporate and the body corporate has in writing authorised me to make the application and carry out the work.
OR
Where the land to which this application relates is subject to a trust, I am a beneficiary of the trust and the trustees of the trust have each in writing authorised me to make the application and carry out the work.
- ☒ I am the applicant named in this application and the person who undertook and successfully completed the Owner-builder eLearning assessment
- ☒ I have reviewed all of the information entered in this application and confirm that it is accurate, true and correct
- ☐ I am aware that it is an offence under Section 246 of the *Building Act 1993* to knowingly make a false or misleading statement

This is a required field

Payment Terms and Conditions:

1. All application fees are non-refundable, regardless of the outcome of the application.
2. Payment can be made by credit card and debit card.
3. Please ensure your application is complete with all relevant supporting documents attached before making the payment.
4. The VBA will process the application only after it has received successful payment of the application fees.

If you are ready to pay, please continue you will be redirected to the payment screen.

If you encounter any problems in processing your payment, please contact your financial institution, and not the VBA.

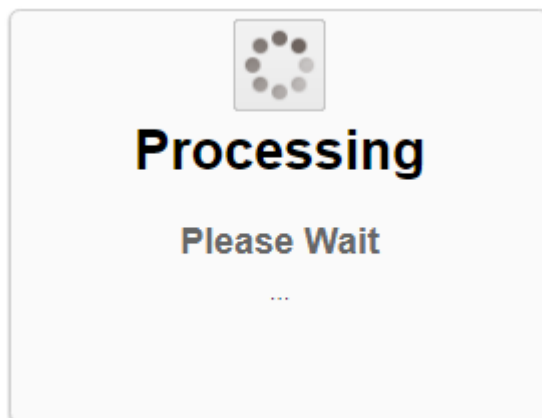
Property details where the work will take place page contains invalid answers. Please correct them before continuing.

Proceed

Aspects:

- A. Required field** – An answer is required here before you can continue
- B. Page contains invalid answers** – The final validation will verify the information provided on previous pages meets the criteria, and will notify you if you need to check something. You can go directly to the page indicated in the side menu **(C)**

If everything checks out, your application will be submitted and you will be redirected to a page where you can pay your application fee.



PAYING YOUR APPLICATION FEE

After you have submitted the application you will be required to pay the nominated fee.

[Home](#) > [Building](#) > [Owner Builder Applications](#) > [Pay for Application](#)

Application for an Owner-Builder Certificate of Consent

Application Details

Applicant	Adrian Mckinty
Invoice Number	INV- [REDACTED]
Application Id	[REDACTED]
Application Fee	\$ [REDACTED]
GST	\$0.00
Total	\$ [REDACTED]

Payment Details

☐ Use Existing Card

☒ Use New Card

Name on Card

Card Number

Expiry Month

Expiry Year

CVC

☐ Store Credit Card for Future use?

Pay

Aspects:

- A. Card details** – enter your credit card details, including the name on the card, the number, the expiry month and year, and the CCV
- B. Store card** – Select this option if you wish to store the details of these cards to use again at another time in the VBA360 Portal. Any card details stored this way are securely stored by our payment processing partner bank - no details are kept by nor are they visible to VBA

PAYMENT RECEIPT

If your payment is processed successfully you will be presented with confirmation:

[Home](#) > [Transaction Status](#)



The transaction was successful.

Details

Your invoice number is [REDACTED]. Your receipt number is [REDACTED]. A payment of \$[REDACTED] was received.

A copy of your receipt will be emailed to your email address. Thank you.

[Owner Builder Applications List](#)

A

[Download Receipt](#)

B

Aspects:

- A. Owner Builder Application list** – To return to your Owner Builder Applications page, click this button
- B. Download receipt** – While a copy of the receipt will be emailed to you, you can immediately download a copy using this button

If for some reason your payment is unsuccessful, the system will advise you and give you the opportunity to retry your payment. If you are unable to immediately retry payment, a link will be available on your **Owner Builder Applications** page to try again later

[Home](#) > [Building](#) > [Owner Builder Applications](#)

Owner Builder Applications

[New Application](#)

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Application ID

TEMP0000098

Last Updated

14-07-2017

Status

Submitted - Unpaid

Application Summary:

Site Address: 15 EMU RD WOOD VIC 3009

Cost of Work: \$453453

[View Documents](#)

[Retry Payment](#)

This application is yet to be paid for and will not be processed. You can retry the payment here

NOTE: It may take a few minutes to process the payment and show the status as submitted.

[First](#)

[Previous](#)

[1](#)

[Next](#)

[Last](#)

Remember: Applications will not be processed until payment has been received