*Building Act 1993*

Building Appeals Board

**TO SEEK A MODIFICATION TO THE APPLICATION OF THE *BUILDING REGULATIONS 1993***

**Who can lodge an application?**

An application can only be made by the owner/s of the property or an authorised agent. Where the applicant is not an owner, the applicant must provide authorisation to act on the owner’s behalf.

**What do I need to put with my application?**

* A detailed **written submission** outlining the modification you are seeking and giving supporting reasons for each.
* Detailed site and floor plans plus elevations to explain the proposal. Plans and drawings must be **legible, dimensioned (particularly showing the proposed distance to the boundary) and drawn to scale.** *A drainage plan will not be accepted as a site plan.*
* Existing and new works must be clearly defined on the drawings and items affected by a proposed modification must be **circled and identified by Clause/Regulation number.** The more information you can provide the better, but it must be clear and easy to interpret.
* **Encumbrances/Covenants** must be considered. Where the modification affects existing encumbrances/covenants, you should provide evidence that the proposal has the **support of the developer,** eg letter from developer or endorsed plans.
* Any other **additional information** that would assist the Board in its assessment of the application (e.g. photographs, proposed landscaping etc).

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| **All fields are required.** | | | | | | | | | |
| Property Details | | | | | | | | | |
| Location code | |  | | LTO number |  | | **Lot number** | |  |
| Property Address | |  | | | | | | | |
| Registered Owner/s | |  | | | | | | | |
| Applicant Details | | | | | | | | | |
| Name of Applicant | |  | | | | | | | |
| Applicant Signature | |  | | | **Date** | |  | | |
| Postal Address | |  | | | | | | | |
| Phone Number | |  | | | **Mobile Number** | |  | | |
| **Email** | |  | | | | | | | |
| Is the applicant a lessee of the building or land? | | | | | | | Yes / No | | |
| If you are a lessee of the building or land (or agent of the owner), you must be authorised to make this application. Please note that an agent may complete this form, however, the agent must not be the building certifier for the work the subject of this application. A copy of the authorisation from the owner must be attached to this application, or the owner’s signature/s must be set out below: | | | | | | | | | |
| **Owner’s Signature/s**  all owners to sign | |  | | | | | **Date** | |  |
| **Owner’s Name/s** | |  | | | | | | | |
| **Type of variation sought** | | | | | | | | | |
| **Regulation reference** | |  | | | | | | | |
| **Description of variation sought** provide full details of variation, including any references to subordinate provisions such as National Construction Code clauses, Australian Standards etc. | | | | | | | | | |
| **Building details** | | | | | | | | | |
| **Class(es) of Building** | | |  | | | | | | |
| **Number of Storey(s)** | | |  | | | | | | |
| **Building Permit Number** (if applicable) | | |  | | | | | | |
| **Extent of work carried out** (if commenced) | | |  | | | | | | |
| **Declaration** | | | | | | | | | |
| * I hereby make the above application for modification of application of the *Building Regulations* *1993*, details of which are listed above and annexed to this form. * I understand that the Building Appeals Board is not bound by a previous determination of the Board, and that the decision of the Board is final and has effect accordingly. * In case of modification to the application of the Building Regulations 1993, I understand that a the Building Appeals Board may, before making a determination, require a report from a reporting authority on the subject of the application and may not make a determination unless it is satisfied that it is not detrimental to the public interest to do so. | | | | | | | | | |
| **Signed Applicant** |  | | | | | **Date** | |  | |
| **Print Name** |  | | | | | | | | |
| **Privacy** | | | | | | | | | |
| The Building Appeals Board respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the [*Northern Territory Information Act 2002*](https://legislation.nt.gov.au/en/Legislation/INFORMATION-ACT-2002).  The information you provide will be accessible to the Building Appeals Board and will only be used to determine an application in accordance with the *Building Act 1993*.  You may request access to the personal information we hold about you.  For more information please contact the Registrar, Building Appeals Board on 08 8999 8945. | | | | | | | | | |
| **Payment details** | | | | | | | | | |
| For current fees and charges information, please refer to the relevant schedule of fees online at https://bab.nt.gov.au | | | | | | | | | |
| A fee is payable on lodgement of this application form. Payment can be made by:   * Cash or Card (in person only) or * Request for an invoice at [bas.files@nt.gov.au](mailto:bas.files@nt.gov.au) | | | | | | | | | |

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| **Checklist** | |
| **Make sure you provide ALL of the following** | |
| Written submission outlining the modifications sought and giving reasons in support | Yes / No |
| Fully dimensioned plans (floor plan, and elevations), drawn to scale, showing the proposed construction. | Yes / No |
| Fully dimensioned site plan, drawn to scale, showing the existing buildings and proposed new work. | Yes / No |
| A copy of covenants/encumbrances, if applicable. | Yes / No |
| Approval from the developer specifying that the proposal complies with any covenants/encumbrances if applicable. | Yes / No |
| Evidence of ownership or owner’s authorisation | Yes / No |
| Completed application form | Yes / No |
| Evidence of payment of relevant fee | Yes / No |

# How to submit

The completed form, attachments and evidence of fee payment should be addressed to the Registrar, Building Appeals Board via email **bas.policy@nt.gov.au**

OR

**POSTED TO** OR **LODGED IN PERSON** (Monday to Friday 8:00AM – 4:00PM)

The Registrar DARWIN

Building Appeals Board Level 1, Energy House

GPO Box 1680 18-20 Cavenagh Street, Darwin, NT 0800

Darwin NT 0801

KATHERINE

First Floor, Government Centre

5 First Street, Katherine, NT 0850

TENNANT CREEK

33 Leichhardt Street, Tennant Creek, NT 0860

ALICE SPRINGS

Greenwell Building

50 Bath Street, Alice Springs, NT 0870