

Application for building permit extension of time

Building Regulations 2018, Regulation 54



Merri-bek
City Council

To: Municipal Building Surveyor

Council will send you an invoice for the appropriate fee once this application has been received. Council will finish processing your application once the fee has been received. This application form must be received by the Municipal Building Surveyor, and the invoiced fee paid by the applicant, at least 14 working days before the existing permit is due to lapse.

Tell us about the building permit you wish to extend

Building permit number		Date of issue	
Property street address			

Tell us about the extension of time you are seeking



Note: you can extend the existing permit by up to 12 months, but not more.

Which date do you want to extend?	<input type="checkbox"/> Start date	<input type="checkbox"/> Completion date
How many months do you want to extend the existing permit by?		
Reasons for this extension of time request		

Owner of land


Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Agent of owner (optional)

Given name		Family name	
Company (optional)			

Email		Phone	
Postal address			

Submission checklist

 Ensure you have attached the following supporting documents:






☐ Building plans

Signature and declaration

By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable

Signature			
Name		Date	

For more information & lodgement

-  Email your application to buildingpermits@merri-bek.vic.gov.au; we will invoice you for payment.
-  Phone Merri-bek City Council on 9240 1111 for information and assistance.
-  Online visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/building-permits/ for more information.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10 Brunswick, Vic 3056.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic). The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the Building Act 1993 and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building permit data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this application for a building permit extension of time might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service: 13 36 77 or relayservice.com.au		
عربي	Arabic	9280 1913	ਪੰਜਾਬੀ	Nepali	9280 0751			