



## BUILDING INFORMATION CERTIFICATE APPLICATION

Under the Environmental Planning and Assessment Act, 1979 Division 6.7

**Property Key:** Office Use Only

**Building Information Certificate No:**

**Date Received:**

160925.2018 (June 2018)

**IMPORTANT:** This application cannot be accepted without all applicant and registered owner's signatures, which are to be completed at the end of the form.

Any personal information that you provide on this form will be used by members of Council staff to process this application. The provision of this information is deemed to be voluntary. However, if you do not provide the information requested on this form, Council may be unable to process your application in a timely manner. Please note that information collected by Council in relation to development applications and associated documents is open access information that may be obtained by members of the public under the Government Information Public Access Act 2009.

### Property Details

Shop/Unit No:	House No:	<b>Office Use</b>  <input type="checkbox"/>
Street:		
Suburb:	Postcode:	
Lot No:	Deposited / Strata Plan No:	

### Details of Building

<b>BCA Classification:</b> <input type="checkbox"/> Dwelling 1a <input type="checkbox"/> Outbuilding 10a <input type="checkbox"/> Other 1-9	
<b>Does the application cover all the structures on site?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please specify which structures the application is to cover</i>	<input type="checkbox"/>
<b>Is the application for whole or part of the nominated structure?</b> <input type="checkbox"/> Whole <input type="checkbox"/> Part <i>If part, describe which part of the structure:</i>	

### Reason for Building Information Certificate Application

This application relates to:

The sale/purchase of a property

An existing building/structure that has been built without approval

Other  
Details

### Details of any unauthorised work(s)

Cost of unauthorised work(s): \$	Floor area of unauthorised work(s):
Was the applicant responsible for the unauthorised work(s): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have the unauthorised works been completed within the past 24 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p style="color: red;">Development approval is required for all class 1-9 unauthorised work(s), prior to submitting this application.</p> Has development approval been obtained for the unauthorised work(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Development Approval (DA) No:	Date of Determination:

**Applicant (Appointer's) details**

Family Name(s)/Surname(s) (or company & ACN):			<b>Office Use</b>
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:		Postcode:	
Home Phone:	Business Phone:	Mobile:	
Email:			

**Applicant (Appointer's) Declaration**

I apply for a Building Information Certificate under Division 6.7 of the Environmental Planning and Assessment Act, 1979 in relation to the whole/part of the building identified above. An application for a Building Information Certificate may be made by:

- a) The owner of the land on which the building is erected
- b) Any other person, with the consent of the owner of the land
- c) The purchaser under a contract for the sale of property that comprises or includes the building, or the purchaser's Australian legal practitioner or agent
- d) A public authority that has notified the owner of that land of its intention to apply for the certificate

I/we declare that all required documentation has been provided and it to an acceptable standard and all the information in the application are, to the best of my/our knowledge, true and correct.

**Yes**       **No**

<b>Signature(s):</b>	<b>Date:</b>	<input type="checkbox"/>
Print Name(s)		

**Owner's consent and declaration**

Family Name(s)/Surname(s) (or company & ACN):		
Full Given Names or Company Contact Person:		
House/Unit No:	Street:	
Suburb:	Postcode:	
Home Phone:	Business Phone:	Mobile:
Email:		

**Owner's consent will be required to access the property**

Will it be necessary for the inspecting officer to make special arrangement for access into the property?

Yes       No

If yes, please provide contact name and phone number for access to inspect the property:

Is there a dog on the property?       Yes       No

Is there a swimming pool on the property?       Yes       No

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes       No

<b>Signature(s):</b>	<b>Date</b>
Print Name(s)	

**Documentation Checklist**

Plans and other information submitted with this application:

**(Please tick relevant box and supply one hard copy and digital data: CD or USB)**

- Survey plan
- BCA report
- Site Plan
- Floor Plans
- Elevation Plans
- Section Plans
- Stormwater drainage plan/details
- Structural Engineering Details
- Specifications
- Other: (Provide details)

File names for the electronic files are to be titled using the naming convention:

**Document Type - Property Address in PDF format**

**Example:** Site Plan - 33 Moore Street Liverpool.pdf

**Additional information may be required**

After a Building Information Certificate Application has been submitted, Council may request the Applicant to supply additional information, such as building plans, specifications, survey reports and certificates, to enable the proper determination of the application. If the information is not provided within a reasonable time upon request, then the application may be declined (Section 6.26 of the Environmental Planning and Assessment Act 1979).

**A SURVEY PLAN AND REPORT IS REQUIRED TO BE SUBMITTED WHEN APPLYING FOR A BUILDING INFORMATION CERTIFICATE WHERE THERE IS A RISK OF ENCROACHMENT.**

**Owner(s) consent requirements**

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate - If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
  - Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate.

**Requirements relating to unauthorised works**

Unauthorised work(s) are: existing buildings/structures that have been built without appropriate planning/construction approvals; which are not deemed Exempt under the State Environmental Planning Policy (Exempt & Complying Development Codes) 2008.

To prevent the unauthorised work(s) from being subject to a demolition order, an application for a building information certificate may be made under Division 6.7 of the Environment Planning and Assessment Act 1979, and the following requirements apply:

**If the unauthorised work is a Class 10 building/structure:**

- The Building Information Certificate application must include an Engineering Certificate from a practicing structural engineer and if required by council, a BCA Report to ensure compliance with the BCA.
- Development Approval is not required prior to lodging this application.

**If the unauthorised work is a Class 1-9 building/structure:**

- Development Approval is required prior to lodgement of a Building Information Certificate Application. The Development Application Form must include a BCA Report, to confirm compliance with the BCA.
- After Development Approval is granted by Council, a Building Information Certificate application may be lodged to Council, in order to prevent legal action by the council for the unauthorised works for seven years.

**Fees for Building Information Certificate Application**

For the purposes of Division 7.4 of the Act, the prescribed fee to accompany an application for a building information certificate in relation to the whole or a part of a building under the EP&A Regulation cl260 is:

<input type="checkbox"/> Class 1 building (single dwelling) or a Class 10 building (non-habitable outbuilding)	<b>\$250</b> (for each dwelling contained in the building or in any other building on the allotment)
<input type="checkbox"/> Other structures <200m <sup>2</sup> floor area	<b>\$250</b>
<input type="checkbox"/> Other structures floor area between 200m <sup>2</sup> - 2000m <sup>2</sup>	<b>\$250 plus an additional \$0.50 cents per square metre for each square metre over 200</b>
<input type="checkbox"/> Other structures >2000m <sup>2</sup> floor area	<b>\$1,165 plus an additional \$0.075 cents per square metre for each square metre over 2000</b>
a) In the case where the application relates to a part of a building and that part consists of an external wall only, or does not otherwise have a floor area	<b>\$250</b>
b) In the case of <b>Unauthorised Works:</b> Where the building to which the application relates has been completed within the past 24 months and the applicant for the certificate, or the person on whose behalf the application is made, was responsible for the work, and the work was not authorised to be carried out under the EP& A Act	<b>Standard fee + additional fee required for unauthorised works</b> ie Maximum fee payable which is equivalent to the maximum fee if the application was for a combined development application I construction certificate application, or a complying development application (whichever is relevant), for the building or part of the building, the result of the unauthorised work (cl260 EP&A Reg)

**Additional fee if more than one inspection**

If it is reasonably necessary to carry out more than one inspection of the building, or part, before issuing a Building Information Certificate, the Council may require the payment of an additional fee (not exceeding \$90) for the issue of the Certificate.

**Fee for copy of Building Information Certificate (with owner's consent)**

The prescribed fee for a certified copy of a building certificate is \$13 (s261 of the Environmental Planning and Assessment Regulation 2000).

**OFFICE USE ONLY**

Fee Type -AP/MISC/BC	Application	\$	Receipt No.	Date
Building Information Certificate Fee				
Building Information Certificate Unauthorised Fee				