

Building Information Certificate Application

(Division 6.7 of the Environmental Planning & Assessment Act)

Application No: BLD _____
Date Lodged: _____ Fee: 2020/21 \$ _____
Receipt: _____

The following information must accompany the application for a Building Information Certificate

1. An up to date land identification survey of the property indicating all current built structures on the land (for properties up to 2 hectares in area), or
2. A copy of the Deposited Plan (DP) indicating the location and use of all current built structures on the land (for properties 2 hectares or over), or
3. A development application and full architectural plans (for unauthorised building work)

Applicants Details

Name:	Address:
Locality:	Postcode:
Telephone:	Email:
Signature:	Date:

Owner/s Consent

Owner/s Name:	Owner/s Signature:
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Status of Applicant

Please advise if you are –

- the owner of the building or part.
- any other person having the owner's consent to make the application.
- the purchaser under a contract for the sale of property which comprises or includes the building or part.
- the purchasers solicitor/agent (delete whichever doesn't apply).
- a public authority which has, before making the application, served a copy of the application on owner notifying of its intention to apply for the certificate.

Contact Details for access (mandatory) Note: internal access to buildings is necessary

Name: Phone Number/s

Identification of Building (Please complete all sections)

Description of Land

Lot:	Sec:	Deposited Plan No:
No:	Street:	Town/Locality:

Identification of structures

What structures are included in this application? (i.e. dwelling, carport, pool, etc):

Whole/part:

Does the application seek consideration for any unauthorised building work? Yes No Don't know

Describe the unauthorised work:

Age of building work:

An On-site Wastewater Management Pre-Purchase Inspection should be undertaken for non-sewered areas. The new owner can then be issued with a new Approval to Operate the On-site Wastewater System. If an inspection of the system is not undertaken the new owner may be responsible for any upgrading works to be undertaken on the system. (See separate application form)

PRESCRIBED FEE TO ACCOMPANY APPLICATION

1. For the purposes of section 6.26, of the Act, the fee for an application for a building certificate in relation to a building is:
 - (a) in the case of a Class 1 building (together with any class 10 buildings on the site) or a class 10 building, \$250.00 for each dwelling contained in the building or in any other building on the allotment, or
 - (b) in the case of any other class of building, as set out in the Table to this clause, or
 - (c) in any 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, \$250.00.
2. Where it is reasonable necessary to carry out more than one inspection of the building before issuing a building certificate, a payment of an additional fee is required.....\$ 90.00
3. Administrative fee for processing refund (if applicable).....\$ 100.00
4. In this clause, a reference to a class 1 building includes a reference to a class 2 building that comprises 2 dwelling only.

Table	Fee
Floor area of building or part	
Not exceeding 200 square metres	\$250
Exceeding 200 square metres but not exceeding 2,000 square metres	\$250, plus an additional 50 cents per square metre over 200
Exceeding 2,000 square metres	\$1165, plus an additional 7.5 cents per square metre over 2,000

Privacy Advice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIA). Council will only use this information in accordance with the PPIA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought the Council may be limited in dealing with your application/request. Council requires this personal information from you in order to process your application.

You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIA.