

BUILDING INFORMATION CERTIFICATE APPLICATION FORM AND CHECKLIST

Made under the Environment Planning and Assessment Act 1979

☐ Building Certificate Standard

☐ Unauthorised Work

All parts of this form must be completed.

1. LOCATION OF BUILDING SITE

Address: _____

Lot/s No: _____ DP/SP/s No: _____

2. PARTICULARS

Type of Buildings: ☐ Single Residential Dwelling ☐ Commercial Building ☐ Industrial Building

Other _____

☐ Whole Property ☐ Whole Building ☐ Part Building (including detached buildings and/or swimming pool)

If part, describe structure _____

Unauthorised works (If you are applying for a standard building certificate please proceed to the next section)

What was the actual cost of work? _____ What was the approximate date when works commenced: _____

What is the total additional and altered gross floor area? _____

Which of the following best describes the unauthorised works: ☐ Alterations ☐ Additions ☐ New Building

3. APPLICANT DETAILS

NOTE: COUNCIL CANNOT ACCEPT ANY APPLICATION WHERE THE CONSENT IN WRITING OF THE OWNER OF THE BUILDING OR OTHER PERSON HAVING OWNER'S CONSENT IS NOT PROVIDED UNLESS THE APPLICANT IS THE PERSON REFERRED TO IN PARAGRAPHS (A) (B) OR (C) BELOW:

This application is submitted by (please tick whichever is applicable)

☐ A. the owner of the building or part or any other person having the owner's consent to make the application; or

☐ B. the purchaser under a contract for sale of property, which comprises or includes the building or part, or the purchaser's solicitor or agent; or

☐ C. public authority that has notified the owner of its intention to apply for the certificate before making the application has served a copy of the application on the owner.

☐ Mr ☐ Mrs ☐ Ms ☐ Other _____ Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

BUILDING INFORMATION CERTIFICATE CHECKLIST

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH ALL APPLICATIONS

FOR STANDARD APPLICATION (Tick to indicate information supplied) – 2 copies of:

☐ Copy of owners consent where applicant is acting on owner's behalf

☐ Current identification survey of all structures on the property

FOR UNAUTHORISED WORKS APPLICATION (Tick to indicate information supplied) – 2 copies of:

☐ Copy of owners consent where applicant is acting on owner's behalf

☐ Statement describing works

☐ Architectural plans (including sections, floor plans and elevations and site plans), drawn to scale and dimensioned indicating unauthorised works in colour

☐ Photos of unauthorised works

(continue onto the next page)

(continue on from previous page) **FOR UNAUTHORISED WORKS APPLICATION** (Tick to indicate information supplied) – 2 copies of:

- ☐ A letter of consent from the Owner's Corporation agreeing to the unauthorised structures in their current location and form where works have been carried out in a strata titled building
- ☐ Survey locating unauthorised structures (excluding internal alterations)
- ☐ An estimate of cost from a suitably qualified person as defined in the "[Guide to Estimating Cost of Works](#)" on Council's website or a copy of builder's invoices

THE FOLLOWING INFORMATION MAY BE REQUIRED AFTER A PRELIMINARY ASSESSMENT OF YOUR APPLICATION

1. Certification verifying compliance with the relevant requirements of the BCA and Australian Standards:
 - a. Structural works from a structural engineer
 - b. Termite control and protection by a licensed pest controller
 - c. Plumbing and drainage works by a licensed plumber/drainer
 - d. Installation of glazing by a licensed builder
 - e. Waterproofing of wet areas by an accredited waterproofer
 - f. Fire safety works from a fire engineer or accredited building surveyor
 - g. Condition of trees by an arborist
 - h. Onsite slip test reports of the stair nosings by a slip test consultant
 - i. Electrical works by a licensed electrician
2. Details and plans of the method of storm water disposal and certification of the system's compliance with C.5 of WDCP
3. Certification and works as executed plan by a Hydraulic Engineer, verifying that the storm water system complies with Council's adopted on-site detention policy
4. Details and plans of the mechanical ventilation system and certification by a Mechanical Engineer
5. A report from a Geotechnical Engineer regarding the stability of the site and the surrounding areas
6. A report from an Acoustic Engineer in relation to the sound transmission of floor/walls and part F5 of the Building Code of Australia
7. A report from an Accredited Building Surveyor or appropriately qualified bush fire consultant in relation to the building's construction to withstand bush fires and the Performance requirements of part 3.7.4 of BCA
8. A report from Sydney Water that the liquid waste/floor waste/grease trap meets Sydney Water standards
9. A report from Waterways Authority and the owner's consent concerning the structure's location in relation to the High Water Mark
10. A report from a consultant specialising in access for people with disabilities concerning facilities and access to the building in relation to Part D3 of the BCA and the Premises Standard under the Disability Discrimination Act
11. A preliminary site investigation report from a suitably qualified consultant in relation to potentially contaminated land in accordance with the 'Guidelines for Consultants Reporting on Contaminated Sites' issued by the NSW Environment Protection Authority.

For Application and related fees (e.g notification fees if required), see Council's [Fees and Charges schedule](#)

Disclaimer – This checklist identifies the main requirements for lodging a Building Certificate Application. Any person using the checklist must do so on the basis that not every scenario and issue can be addressed, and discussion with the relevant Council staff may be required. These document is subject to change without notice.

DECLARATION

I (Applicant to print name) _____ hereby apply for this building certificate and I consent to Council copying this application, and any supporting material, for the purposes of public comment where required. I also consent to Council officers entering the subject property to carry out inspections relating to the application. I consent to Council emailing certificate to me and declare that:

- a) the electronic copy of all plans, supporting documentation and additional documentation has been prepared and submitted according to Council's [Electronic Application Requirements Guideline](#). (PDF Format only); **AND**
- b) I have completed this form and submitted all required documentation including this checklist; **AND**
- c) I understand the need to register an account at the State Government's [ePlanning Portal](#) to allow all parties' correspondences to be interacted via this portal; **AND**

I confirm my consent to receiving my Building Information Certificate in an electronic format via Council's secure web link. (or via the [ePlanning Portal](#))

Signature of Applicant: _____

Date: _____

Contact person for inspection: _____

Phone: _____

OFFICE USE ONLY: Application No: _____

Amount: _____ Receipt: _____ Date: _____

