

Building Information Certificate

Building Information Certificate under Division 6.7 Environmental Planning and Assessment Act 1979.

Do you have the required documents?

A **Survey Certificate** and **Land Owners Consent** is required with this application. In certain circumstances the submission of a Survey Certificate may not be required and it is recommended that you discuss your application with a Council Duty Planner/Surveyor for confirmation of the required documents.

In addition, please refer to the list below and the **Notes** section of this form for other recommended supporting documents depending on the nature of the application:

- Consent of the owner or proof of purchaser under contract ie. from purchasers Solicitor
- Work as executed architectural / structural engineering plans of the building
- Structural engineering certificates
- Construction certificate
- Occupation certificate
- Fire safety details / certificates
- Swimming pool compliance certificate
- Details of any unauthorised / non complying works (plans, reports, certification)
- Other: (please list)

Property details

Address

Lot No/DP/SP

Building details

Each building or structure proposed to be included in the Building Information Certificate must be clearly and separately identified. For example: dwelling, alterations, carport, detached studio, deck, alterations.

Does this application relate to the whole of part of the building?

Whole

Part

Description of the part of the building:

Use of the building/part:

Total floor area of the building/part (m²):

BCA classification if known:

Unauthorised works

Does this application relate to or encompass any development building work carried out without or not in accordance with a development consent, complying development certificate or construction certificate?

No

Yes

Have you discussed this with other Council staff? If so, please provide details:

Value of building works carried out without required consent/certificate: \$

Applicant

Name

Address

Email

Phone

Applicant's signature:

Are you the owner of the land on which the building is erected?

Yes

No

Owners consent

If you are not the owner of the land on which the building is erected please indicate your status below and sign the owner's consent or attach a separate letter providing your permission for this application.

I have the consent of the owner

I am the purchaser under a contract of sale or the purchaser's solicitor/agent

A public Authority which has notified the owner of this application.

Owner's name, address and signature:

Owners consent letter is attached separately

Notes

1. If the application relates to or encompass any building work carried out without, or not in accordance with a development consent, complying development certificate or construction certificate, specific written details of the works-as-executed architectural plans, structural engineering details and certification must be provided to Council's satisfaction.
2. Adequate details of the building are required by Council, to enable a full and proper evaluation of the application, which may include plans/specifications of the building, survey documentation, fire safety details, structural certification of the building, reports/details of compliance with the Building Code of Australia, structural certification of any awning or other structure located over a footway/public place and other relevant specialist reports or information.
3. Council may require specified rectification work, repairs or other works to be undertaken prior to determination and issue of a building information certificate.
4. If it is reasonably necessary to carry out more than one inspection of the building before issuing a building information certificate, the council will require the payment of an additional fee (not exceeding \$90.00) for the issue of the certificate.
5. This application does not relate to any barriers or fencing to a swimming pool and it does not constitute an application for a Swimming Pool Certificate of Compliance under the Swimming Pools Act 1992 (Act).
6. If the property contains a swimming pool or spa pool which is not subject to a current valid Swimming Pool Certificate of Compliance or Occupation Certificate, Council may carry out an inspection of the swimming pool barriers in accordance with Council's Swimming Pool Inspection Program, prior to the issue of a Building Information Certificate. Inspections of swimming pools are subject to payment of a separate fee.

Fees

The Environmental Planning and Assessment Regulation 2000 currently specifies the following fees. If the fee specified in the Regulation differs from or exceeds the fees below, the fee specified in the Regulation applies.

Class 1 and Class 10 Buildings \$250 (each)

Other Building Classes:

- Floor area of the building or part not exceeding 200 m² \$250
- Floor area of building or part exceeding 200 m² but not > than 2000m² \$250 + \$0.50 per m² over 200m²
- Exceeding 2000m² \$1,165 + \$0.75 per m² for each square meter over 2000m²

In the case of an application which relates to unauthorised or non-complying building work a fee which is equivalent to Council's fees for a development application or construction certificate or a complying development certificate (as applicable) will apply. Provide Council with the details of the value of the work carried out without the required consent or certificate and contact Council to obtain details of the specific fee for development which is unauthorised or non-compliant with a development consent, complying certificate or construction certificate.

Privacy

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. This form will be stored electronically in the Council's electronic document management system. Access to this information is restricted to Port Macquarie-Hastings Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Office Use

Property Number		
Building Information Certificate Register Number		
Fee Paid - Receipt Number		Cashier Code 188
Date Received by Council		