

Port Macquarie-Hastings Council  
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# 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 Building Surveyor or Planner for confirmation of the required documents. Please refer to the list and notes below for other recommended supporting documents depending on the nature of your application:

1. Consent of the owner or proof of purchaser under contract ie. from purchasers Solicitor
2. Work as executed architectural / structural engineering plans of the building
3. Structural engineering certificates
4. Construction certificate
5. Occupation certificate
6. Fire safety details / certificates
7. Swimming pool compliance certificate
8. Details of any unauthorised / non complying works (plans, reports, certification)

### 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 (listed in Council's Schedule of fees and Charges) 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.
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.