

# APPLICATION FOR BUILDING INFORMATION CERTIFICATE

Made under Division 6.7 of the *Environmental Planning and Assessment Act 1979*



WAVERLEY  
COUNCIL

## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:

**In person at** Council's Customer Service Centre located at 55 Spring Street, Bondi Junction  
Payment by CASH, CARD or CHEQUE  
Please note, if paying by credit card an additional 1.0% processing fee will apply.

**By mail to** PO Box 9, Bondi Junction NSW 1355. Include a cheque for the \$250 minimum fee and any additional fees, if applicable, will be advised on lodgement.

## OFFICE USE ONLY:

Application No: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

## PURPOSE OF APPLICATION:

Sale of Property OR  Unauthorised/Illegal Works

Do you have Development Consent? YES / NO DA/CDC No. \_\_\_\_\_

Do you have Construction Certificate for part? YES / NO CC No. \_\_\_\_\_

Is there any external work? YES / NO

Estimated cost of unauthorised works: \$ \_\_\_\_\_

*(Note underestimating may delay processing)*

**Important: An up-to-date survey of the property must be submitted with the application if it involves sale of property or external work. It must show the site, dimensions and all buildings on the site at the date of application and any encroachments. For unauthorised works see checklist for additional requirements.**

## PROPERTY DESCRIPTION: *(This will help us to correctly identify the subject property)*

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot & DP/SP No.: \_\_\_\_\_

## PARTICULARS OF BUILDING:

Type of building: \_\_\_\_\_

Whole/part: \_\_\_\_\_ Description of part (if applicable): \_\_\_\_\_

Building Class: \_\_\_\_\_ Floor area of building or part *(if Class 2-9)*: \_\_\_\_\_ m<sup>2</sup>

**To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information – see checklist. If you have any questions or require assistance, please contact Council's Customer Service Centre on 9083 8000.**

**Once the Building Information Certificate has been determined the applicant will be emailed an electronic copy of the Building Information Certificate unless a paper copy is requested.**

**APPLICANT DETAILS:** *(It is important that we are able to contact you if more information is needed)*

Mr  Ms  Mrs  Dr  *(Mark the appropriate box)*

Family Name (or Company): \_\_\_\_\_

Given Names (or ACN): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No. (Daytime): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person (If a Company): \_\_\_\_\_

The Applicant is *(mark the appropriate box)*

- The owner of the building
- The purchaser under a contract for sale of property, which comprises or includes the building
- The purchaser's solicitor or agent – Business Name \_\_\_\_\_
- A public authority that has notified owner of its intention to apply for the certificate.  
– Authority Name \_\_\_\_\_
- Any other person having the owner's consent to make the application

**CONTACT DETAILS FOR PROPERTY ACCESS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**OWNERS CONSENT:** *(if required)*

As the owner/s of the above premises, I/we consent to the lodgement of this application.

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (Daytime): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:**

- I apply for a building certificate as described in the application.
- I declare that the information given is true and correct.
- I understand that if the information is incomplete the application may be delayed, rejected or further information may be requested.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECKLIST:

1. Under s6.26 the Council requires an application to be accompanied by a current survey report and plan of the property and buildings (if no changes, past survey may be certified).
2. Are the details of the description of the building completed and the reasons for the application stated?
3. For unauthorised or illegal works additional information has been lodged including:
  - (i) Works as executed, plans and elevations showing changes from the original approval or illegal works highlighted and a corresponding schedule of changes has been provided.
  - (ii) A4 set of plans for notification purposes.
  - (iii) Other supporting documentation including covering letter explaining reason for application.
  - (iv) Notification fee has been paid for illegal or unauthorised works requiring notification.
  - (v) Electronic copies of all supporting documents in accordance with the following:
    - a) **PDF format:** All documents, plans, application forms etc. must be submitted as separate PDF files for each document in accordance with Council's filing name convention (e.g. Name of document, Property Address, Applicant Surname.pdf. Security settings must not be applied to electronic documents, this includes passwords. Note: The USB/CD will become the property of Waverley Council.
    - b) **Documents:** Must be A4 formatted and optimised for minimum size (online publishing). Files larger than 5MB should be supplied as separate files.
    - c) **Plans:** Must be to scale, coloured and rotated to landscape.
    - d) **Accuracy:** Electronic documents must be exact reproductions of the original hard copy documents or plans.
4. Number and contact person for access is provided.
5. Correct fee is provided in accordance with the following:
  - (i) The standard minimum fee for a Building Information Certificate for sale of property as prescribed by the Environmental Planning & Assessment Regulation 2000, is \$250 for a Class 1 or Class 10 Building.
  - (ii) Additional fees will apply in relation to:
    - a) Class 2 to Class 9 Buildings (e.g. residential flat buildings, boarding houses, aged care, commercial or industrial buildings), if the floor area is greater than 200m<sup>2</sup> as set out in the table.  
*Note: A reference to a Class 1 Building includes a reference to a Class 2 Building that comprises two dwellings only. See further below for a table of additional fees that will apply.*
    - b) Charges for any second or subsequent inspection may be levied at the discretion of the Council (maximum inspection charge is \$90)
  - (iii) An additional fee in accordance with subclause (3B) of the Environmental Planning & Assessment Regulation 2000 may be charged for an application for a Building Information Certificate in relation to a Building:
    - a) Where a development consent, complying development certificate or construction certificate was Required for the erection of the building and no such consent or certificate was obtained.
  - (iv) The additional fee payable under subclause (3A) is the total of the following amounts:
    - a) The amount of the maximum fee that would be payable if the application were an application for development consent, or a complying development certificate (if appropriate), authorising erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act, in the period of 24 months immediately preceding the date of the application.
    - b) The amount of the maximum fee that would be payable if the application were an application to the council for a construction certificate relating to the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application.

**TABLE OF ADDITIONAL FEES THAT WILL APPLY TO CLASS 2-9 BUILDINGS:**

<b>Floor area of building or part</b>	<b>Fee</b>
Not exceeding 200 square metres	\$250
Exceeding 200 square metres but not exceeding 2,000 square metres	\$250, plus an additional \$0.50 per square metre over 200
Exceeding 2,000 square metres	\$1,165, plus an additional \$0.075 per square metre over 2,000

**DESCRIPTION OF BUILDING/PART:**

1. The description of the building or building part needs to be specific (E.g. dwelling, outbuilding, garage, carport, swimming pool, factory building, commercial building).
2. The Building Information Certificate does not certify the compliance of a swimming pool barrier. In this case a separate application for a Pool Barrier Inspection is required.

**PRIVACY POLICY:**

The information requested in this form is required under the Environmental Planning & Assessment Act 1979 and will be used in connection with the requirements of the legislation. The information will be available to Councillors, Council Officers and members of the public as required by the Act. Please advise Council if any information you have provided either changes or is incorrect.