



WAVERLEY
COUNCIL

APPLICATION FOR

Building Information Certificate

Division 6.7 of the Environmental Planning and Assessment Act 1979

OFFICE USE ONLY

| | |
|------------------|-----------------|
| Application No.: | Date Received: |
| Fee Paid: | Receipt Number: |

About this form

Use this form to submit a Building Information Certificate in conjunction with submitting the e-form on the NSW Planning Portal together with all required documentation correctly labelled (see Council's Electronic Lodgement Guidelines). Fees are in accordance with Council's Fees and Charges Policy. Payment of the invoice can be made via Council's website or at 55 Spring St Bondi Junction (9am to 5pm Monday to Friday).

Purpose of the application

| | | | |
|--|--|------------------|--|
| <input type="checkbox"/> Sale of Property OR <input type="checkbox"/> Unauthorized/ Illegal Works | | | |
| Do you have Development Consent? | <input type="checkbox"/> Yes <input type="checkbox"/> No | DA/CDC No. _____ | |
| Do you have Construction Certificate for part? | <input type="checkbox"/> Yes <input type="checkbox"/> No | CC No. _____ | |
| Is there any external work? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Estimated cost of unauthorised works: (Note underestimating may delay processing) | \$ _____ | | |

Property details

| | | |
|------------|------------|---------------|
| Lot No(s): | Section: | DP/SP Number: |
| Unit No: | Street No: | Street Name: |
| Suburb: | | Post Code: |

Particulars of building

| | | |
|------------------|---|---------------|
| Type of Building | Section: | DP/SP Number: |
| Whole/Part: | Description of Part: | |
| Building Class: | Floor area of building or part (if class 2-9) | sqm |

Postal address

PO Box 9, Bondi Junction NSW 1355
ABN 12 502 583 608

Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W waverley.nsw.gov.au

E info@waverley.nsw.gov.au
T (02) 9083 8000

You can contact us through the **National Relay Service**
if you are deaf or have a hearing or speech impairment.

Translating and Interpreting Service (TIS)
131 450

TTT/Voice Calls
133 677

Speak & Listen
1300 555 727

The description of the building or building part needs to be specific (E.g. dwelling, outbuilding, garage, carport, swimming pool, factory building, commercial building). 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.

Applicant details

| | | | | | | | | |
|------------------------------------|-----------------------------|------------------------------|-----------------------------|--------------------------------|------------|------------|--|--|
| Title: | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Ms | <input type="checkbox"/> Other | | | | |
| First Name: | | | | Family Name: | | | | |
| Company Name (if applicable): | | | | | | | | |
| ABN/ACN (if applicable): | | | | | | | | |
| Mailing Address: | | | | | | | | |
| Suburb: | | | State: | | | Post Code: | | |
| Email Address: | | | | | | | | |
| Daytime Telephone No. (Home/Work): | | | | | Mobile No: | | | |

The applicant is:

| |
|--|
| <input type="checkbox"/> The owner of the building |
| <input type="checkbox"/> The purchaser under a contract for sale of property, which comprises or includes the building |
| <input type="checkbox"/> The purchaser's solicitor or agent - Business Name _____ |
| <input type="checkbox"/> A public authority that has notified owner of its intention to apply for the certificate. Authority Name _____ |
| <input type="checkbox"/> Any other person having the owner's consent to make the application |

Contact details for property access

| | | | | | | | |
|------------------------------------|--|--|--|--------------|--|--|--|
| First Name: | | | | Family Name: | | | |
| Daytime Telephone No. (Home/Work): | | | | | | | |
| Email Address: | | | | | | | |

Owners consent

As owner of the land to which this application applies, I request consent to carry out the development described in this application. I also authorise:

- Council representatives to enter the site for the purpose of site inspections.
- Council to make copies of all documents for the purpose of determining the application or to provide copies to people who may be affected by the proposal.
- If more than one owner, every owner must sign.
- If you are signing on the owner's behalf as their legal representative, please state your legal authority (eg Power of

Attorney, Executor, Trustee: _____ and attach evidence of this authority.

- If the property is within a strata plan, the consent of the Owners Corporation is required under seal.
- If the owner is a Company, a Director and the Secretary must sign.

Full Name:

Full Name:

Full Name:

Address:

Address:

Address:

Phone No.:

Phone No.:

Phone No.:

Signature:

Signature:

Signature:

Date:

 / /

Date:

 / /

Date:

 / / *If signing on behalf of a Company, please also indicate your position within the Company:*

Position:

Position:

Position:

Company Name:

Company Name:

Company Name:

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:
 - a. 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.
 - b. Set of plans for notification purposes.
 - c. Other supporting documentation including covering letter explaining reason for application.
 - d. Notification fee has been paid for illegal or unauthorised works requiring notification.
 - e. Electronic copies of all supporting documents in accordance with the following:
 - i. **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.
 - ii. **Documents:** Must be A4 formatted and optimised for minimum size (online publishing).
 - iii. **Plans:** Must be to scale, coloured and rotated to landscape.
 - iv. **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 Council's Fees and Charges.

Declaration

- I declare that the information given is true and correct.
- I declare that I authorise the council to disclose my personal information to the Department of Planning, Industry and Environment (as required) for the purpose of assessing my application, and that my personal information will be disclosed to other NSW Government agencies (as required) for the purpose of assessing my application.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.
- The personal information required on this form may be available for public access under various legislation.

Applicant's Signature

Date

 / /

How to lodge this application

You can lodge your completed application form and any required supporting documents:

| | |
|---------|---|
| Online: | planningportal.nsw.gov.au/development-and-assessment/post-consent-certificates/building-information-certificate |
|---------|---|

Privacy notification

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. This form is classified as open access information under the *Government Information (Public Access) Act 2009* and may be disclosed to members of the public on request. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact info@waverley.nsw.gov.au or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website: waverley.nsw.gov.au/privacy

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