

# APPLICATION FOR BUILDING INFORMATION CERTIFICATE

Division 6.7 of The *Environmental Planning and Assessment Act 1979*

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_



WAVERLEY  
COUNCIL

An application for a building certificate may be made by:

1. The owner of the land on which the building is erected, or
2. Any person, with the consent of the owner of that land, or
3. The purchaser under a contract for the sale of property that comprises or includes the building or part, or by the purchaser's solicitor or agent, or
4. A public authority that has notified owner of its intention to apply for the certificate.

To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information. If you have any questions or require assistance please contact Council's Customer Service Centre on 9083 8000 to be transferred to the appropriate Officer.

You will receive a notice of determination once this application has been assessed.

## 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): \_\_\_\_\_

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

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

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

**Note: An up to date survey of the property is required to be submitted with the application.**

## PARTICULARS OF BUILDING

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

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

Floor area of building or part: \_\_\_\_\_

**OWNERS CONSENT**

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 that the application may be delayed, rejected or further information requested.

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

**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.