

Application Number

Date Received

Receipt #



Application for Building Information Certificate

Under the Environmental Planning and Assessment Act 1979

This Application has an associated fee which must be submitted with the Application. Please refer to Council's website for further details in relation to current fees.

1. PROPERTY DETAILS - Specify all properties subject to this application. *A street address and lot and deposited plan number is required. RMB is not acceptable as the property location.*

Unit/Street No.

Street Name

Suburb

Lot No.

Section

DP / SP No.

2. APPLICANT DETAILS - Only a single contact can be nominated

An application for a Building Information Certificate in relation to the whole or part of the building may be made by:

- (a) The owner of the building or part or any other person having the owner's consent to make the application; or
- (b) The purchaser under a contract for the sale of the property, which comprises or includes all or part of the building, or the purchaser's solicitor or agent; or
- (c) A public authority that has notified the owner of its intention to apply for the Certificate.

Full Name

Company Name

Position Title

Address Details

Telephone
(Mobile)

Business

Other

Postal Address

(if different from above)

Email Address

2. DEVELOPMENT DETAILS

- Dwelling Garage Swimming Pool
 Individual building Commercial building Multiple dwellings

Floor Area of building _____ (Metres square)

Whole or Part of building? Whole Part

Description of part of building for which the certificate is sought:

In the case of any other class of building, as follows:

- floor area of building or part not exceeding 200 square metres
 - exceeding 200 square metres but not exceeding 2000 square metres
 - exceeding 2000 square metres

In any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area.

Copy of a Building Information Certificate

Contact Council's Customer Service Centre to obtain the relevant fees.

Information relating to fees and charges is available from Council's website.

If the application involves unauthorised works, additional fees will be charged in accordance with Council's fees and charges and the *Environmental Planning and Assessment Act 1979*. Additional accompanying information is also required for applications for unauthorised works.

3. ACCESS FOR INSPECTION - *Access for internal inspection must be made available*

Contact
Name

Contact
Phone

Access
Details

4. SURVEY DETAILS

Company or Surveyors Name

Date of the Survey Report

 /

Survey plan details

Development approval details

Plans and other information

Note: An application CAN be submitted without a survey, however upon further assessment of the application, one may still be required. This may delay the assessment process and subsequent issue of the certificate.

Applications lodged without the required information will be returned or refused. Submission of all required information at lodgement will ensure your application can be processed in a timely manner.

6. PRIVACY & PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

7. OWNER(S) CONSENT - All registered owner(s) must sign

As owner(s) of the land, I/we give consent to the making of the application and authorise the applicant named to act on the owner's behalf in relation to the application. I/we give consent to authorised officers to enter land to carry out inspection relating to the application.

| | | | |
|--------------|----------------------|----------------|---|
| Owner's Name | <input type="text"/> | | |
| Company Name | <input type="text"/> | Position Title | <input type="text"/> |
| Signature | <input type="text"/> | Date | <input type="text" value="/"/> <input type="text" value="/"/> |
| Owner's Name | <input type="text"/> | | |
| Company Name | <input type="text"/> | Position Title | <input type="text"/> |
| Signature | <input type="text"/> | Date | <input type="text" value="/"/> <input type="text" value="/"/> |

8. APPLICANT'S DECLARATION

I the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.

| | | | |
|-----------|----------------------|------|---|
| Signature | <input type="text"/> | Date | <input type="text" value="/"/> <input type="text" value="/"/> |
|-----------|----------------------|------|---|