

BUILDING CERTIFICATE APPLICATION FORM

S6.26 Environmental Planning & Assessment Act

APPLICANT'S DETAILS

Name			
Address			
Email			
Phone		Fax	
Applicant's Signature		Date	

OWNERSHIP DETAILS

Name			
Address			

PROPERTY DESCRIPTION

Lot No		DP / SP		Section		Portion	
House No		Street Name					
Town							

PARTICULARS OF BUILDING

Type of Building (Dwelling, Units, Motels etc)			
Whole or Part of Building		Floor Area of Building or Part (Class 2-9 buildings only)	
Description of Part of Building (if applicable)			

ACCESS

To allow for an internal inspection of the building/s, please supply a contact name and phone number for access arrangements to be made.

Contact Name	Contact Phone
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FEES

Application fee must be paid on submission of this application. For fees please refer to Council's Fees & Charges Schedule (available on Council's Website – www.portstephens.nsw.gov.au)

PLEASE NOTE

Two (2) copies of a Survey Certificate, showing the position of all the completed buildings upon the allotment, is to be attached to this application.

OWNER'S CONSENT

The Applicant is: (please tick appropriate box)

- The owner of the land on which the building is erected, or
- A person with the consent of the owner of the land, owner's solicitor/agent (delete whichever is inapplicable), or
- The purchaser under a contract for the sale of property that comprises or includes the building or part, or the purchaser's solicitor or agent, or
- A public authority that has notified the owner of it's intention to apply for the certificate.