

**OFFICE USE ONLY**

Property no  
 Application no  
 Date of receipt

# BUILDING INFORMATION CERTIFICATE APPLICATION FORM

S6.22 – 6.26 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)			
Is a Building Information Certificate sought in relation to unauthorised works? If so, please describe.			

## 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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## DECLARATION BY APPLICANT

By lodging this application, you acknowledge that you understand you are requesting that Council consider whether any matters exist discernable by the exercise of reasonable care and skill that would entitle the Council under the Environmental Planning and Assessment Act 1979 or the Local Government Act 1993 to:

- order the building to be repaired, demolished, altered, added to or rebuilt
- take proceedings for an order or injunction requiring the building to be demolished, altered, added to or rebuilt
- take proceedings in relation to any encroachment by the building onto land vested in or under the control of council

By lodging this application, you acknowledge that if any matters of the above nature exist, where Council considers that such matters could be resolved by the undertaking of further work, Council may inform you of such work that would need to be done before the Council could issue a Building Information Certificate. Where Council informs such work do be done, but that work is not agreed by you to be completed, or is not completed within a period of time considered reasonable by Council, a Building Information Certificate may not be issued.

## 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](http://www.portstephens.nsw.gov.au))

Additional fees are applicable for additional site inspections (beyond the initial site inspection) considered reasonably necessary to determine the application. For fees please refer to Council's Fees & Charges Schedule (available on Council's Website – [www.portstephens.nsw.gov.au](http://www.portstephens.nsw.gov.au))

Additional fees may be applicable relating to unauthorised works in accordance with the Environmental Planning and Assessment Regulation 2000. These will be determined and notified through the application assessment process.

## PLEASE NOTE

A copy of a Survey Certificate, showing the position of all the completed buildings upon the allotment, is to be attached to this application.

Additional documentation may be required in order for Council to assess and determine the application including, but not limited to, Structural Engineer's Certification, Building Code of Australia Assessment Report, Bushfire Certification, and Component Installers Certification. This will be determined and notified through the application assessment process.

## OWNER'S CONSENT

The Applicant is: (please tick appropriate box)

- The owner of the land on which the building is erected.
- A person with the consent of the owner of the land, owner's solicitor/agent (delete whichever is inapplicable).
- 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.
- A public authority that has notified the owner of its intention to apply for the certificate.