

Building information certificate application

Division 6.7, Environmental Planning and Assessment Act 1979

About this form

You need to use this form to apply for a Building Certificate. You can only make this application if you own or are purchasing the land, or you have the owner's written consent.

Applicant details

First name

Surname

Company name, ACN & Contact person

Address

Suburb

Postcode

Email

Phone

Mobile

Contact person for property access

Phone

All owners details (if different from applicant details above)

First name

Surname

Address

Suburb

Postcode

Email address

Contact number

Mobile

Office use only

Application number

Total fees paid

Receipt number

Date

Subject land address

Address

Lot

DP/SP number

Section

Volume/Folio number

Please note: You can find the Lot, DP/SP, Section and Volume/Folio details on a map of the land or the title document for the land.

Your interest in the property

Owner Purchaser Purchaser's agent or solicitor Owner

Other person with owner's written consent

Other (specify)

What type of building is it

Dwelling Office Outbuilding Factory Shop

Other (specify)

Do you want a certificate for all the building

Yes - all of building No - only part of the building (*see below)

* Which part of building

Total floor area for which certificate will be issues (m²)

Will the certificate include assessment of unauthorised works undertaken in the past 24 months

Yes and one or more of the following circumstances apply

- Where a development consent, complying development certificate or construction certificate was required for the erection of the building and no such consent or certificate was obtained.

- Where a penalty notice has been issued for an offence under Section 4.2 of the Act in relation to the erection of the building and the person to whom it was issued has paid the penalty required by the penalty notice in respect of the alleged offence (or if the person has not paid the penalty and has not elected to have the matter dealt with by a court, enforcement action has been taken against the person under Division 4 of Part 4 of the *Fines Act 1996*).

- Where a development control order has been given in relation to the building unless the order has been revoked on appeal.

- Where a person has been found guilty of an offence under the Act in relation to the erection of the building.

- Where the court has made a finding that the building was erected in contravention of a provision of the Act.

Estimated value of the unauthorised works \$

No

Which documents have you supplied

Must be supplied

- Identification survey from registered surveyor (if you are able to provide evidence that no material change has occurred to the building since the last survey, a new survey will not be required. If not, a new survey will be required)

Supply where applicable

- Fire safety certificate Building plans

Other (specify)

Applicant's declaration

I apply for a Building Certificate for the building referred to in this application, I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected, and that more information may be requested if required.

Capacity (you need to meet this criteria to be able to make the application)

- Owner of the land on which the building is erected
- Any other person having the owner's consent (copy attached)
- A purchaser under contract for the sale of the property
- The purchaser's solicitor or agent
- A public authority that has notified the owner of its intention to apply for the certificate

Signature

Date

How to lodge this form

Completed form can be:

- Emailed to council@midcoast.nsw.gov.au with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

Privacy: This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

www.midcoast.nsw.gov.au