



Building Certificate

Sections 149A-149G, *Environmental Planning and Assessment Act 1979*

BC:

Expiry Date: 30 June 2009

About this form

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.

Lodgement & Fees

Please follow the instructions on Page 2.

Any questions

Phone Customer Service on (02) 9391 7000, or call in personally (see page 2)

Application and site details

1. Your name, address and contact details

Title: Mr Mrs Miss Ms Other:.....

Family name (or company):

Given names (or ACN):

Postal address: Post Code:.....

Phone (B) (....) Fax (....).....

Phone (H) (....) E-mail:

Contact person (Only if a company etc)

2. Location and title description of the property

Unit, shop or suite:..... Street No:..... Street:.....

Suburb:

Lot(s): Section:

Deposited Plan(s): Strata plan:.....

Other:.....

Get these details from rate notices, property deeds, or Council property maps.

3. Who owns the land?

Give the name of every owner

Name(s):

Address:

Post Code: Phone: (....)

4. Your interest in the property?

Owner Other person with owner's written consent

Purchaser Other (specify).....

Purchaser's agent or solicitor

5. What type of building is it?

Dwelling Outbuilding Shop

Office Factory Other (specify)

6. Do you want a certificate for all of the building?

Yes: all of the building

No: only part of the building → Which part?

.....

Total floor area for which the certificate will be issued? m²

7. 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 76A (1) 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 order No 2, 12, 13, 15, 18 or 19 in the Table to section 121B (1) of the Act 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

8. Which documents have you supplied?

Must be supplied

Supply where applicable

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Identification survey from registered surveyor | <ul style="list-style-type: none"> <input type="checkbox"/> Fire safety certificate <input type="checkbox"/> Building plans <input type="checkbox"/> Other (specify) |
|---|---|

Signatures

9. Owner's consent

Must be signed by the owner of the land. If more than one owner, every owner must sign.

If the owner is a company or owner's association must be signed by a director under common seal.

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.

⊗ Signature: Date:

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....
(eg, power of attorney, executor, trustee, company director)

10. Your declaration

I apply for a Building Certificate and 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.

⊗ Signature: Date:

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360
DX: DX 3607 Double Bay
Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
Email: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Who to contact: The Building and Compliance Officer handling your application in the Compliance section.

If you wish to discuss this Application with one of our Building and Compliance Officers, it's essential that you arrange an appointment.

Fees

Fees are calculated in accordance with Clause 260 of the Environmental Planning & Assessment Regulation 2000.

An additional fee will be payable where the building certificate includes the assessment of unauthorised work as identified in 7 above. The additional fee will be the total of the following;

- (a) the maximum fee that would be payable if the application were an application for development consent or a complying development certificate; and
- (b) the maximum fee that would be payable if the application were an application to council for a construction certificate.

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

▼ Privacy notification

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY	Fee type	Fee	Account Code	Receipt No.	
To be completed by Council's Cashier and Customer Service Officer. GST is included in the fee. <i>Retain your receipt as proof of lodgement of the application.</i>	Building Certificate fee	\$210.00	49		
	Additional unauthorised work fee				
	(Calculated as the maximum DA & CC fee or CDC fee based on estimated value of work)	Max DA fee		49	
		Max CC fee			
		Max CDC fee			
	Archival Fee	\$57.50	253		
Total					
Receiving Officer: <input type="checkbox"/> Date:					



Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA																
Full Name on Credit Card																				
Credit Card No.				--																
Card Expiry Date			--			Total Amount Paid	\$													
Cardholder's Signature																				
Date										Contact Phone No.										

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For

Council Reference Eg. DA No.etc

Address (where applicable)

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PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	
	Date	