

# Building Information Certificate

Under Division 6.7 of the *Environmental Planning and Assessment Act 1979*

BC: \_\_\_\_\_

Expiry Date: 30 June 2021

## About this form

Use this form to apply for a Building Information 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 3.

## Any questions

Phone Customer Service on (02) 9391 7000, or call in personally (see page 3)

## 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 (Class 1)  Outbuilding (Class 10)  Shop (Class 6)

Office (Class 5)  Factory (Class 8)  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? .....

If a Class 2 – 9 building specify total floor (additional fees may apply)..... m<sup>2</sup>

### 7. Is there a swimming pool located at the subject property?

YES. If YES please provide the 'Swimming Pool Number' generated when the swimming pool was registered on the State Government's Swimming Pool Register ([www.swimmingpoolregister.nsw.gov.au](http://www.swimmingpoolregister.nsw.gov.au)). Pursuant to Section 30B of the *Swimming Pools Act 1992* all pools MUST be registered.

Swimming Pool Register No: .....

NO

If a swimming pool is located on the property has a Swimming Pool 'Certificate of Compliance' been issued for the pool pursuant to the *Swimming Pools Act 1992*?

YES.

If YES, please provide a copy with your application.

NO

If NO, as part of Council's mandatory 'Swimming Pool Inspection Program' adopted pursuant to Section 22B of the *Swimming Pools Act 1992* the Council must undertake an inspection of the swimming pool and associated fencing. An additional statutory fee of \$150 will be charged for the inspection. For further information please visit Council's website: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au).

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

YES and one or more of the following circumstances apply:  
(NOTE: ADDITIONAL FEES WILL 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(1) (formerly 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, 3, 10, 11 or 14 in Part 1 of Schedule 5 to 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

9. Which documents have you supplied?

Must be supplied

Identification survey from registered surveyor

Supply where applicable

- Fire safety certificate
- Building plans (minimum 2 copies)
- Swimming Pool 'Certificate of Registration'
- Swimming Pool 'Compliance Certificate'
- Other (specify) .....

## Signatures

10. 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)

11. 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](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://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*.

**Additional fees payable where;**

- Floor area** of Class 2-9 buildings as identified in Part 6 above that exceeds 200m<sup>2</sup>
  - Exceeding 200m<sup>2</sup> but not exceeding 2,000m<sup>2</sup>: \$250, plus an additional \$0.50 per square metre over 200m<sup>2</sup>
  - Exceeding 2,000m<sup>2</sup>: \$1,165, plus an additional \$0.075 per square metre over 2,000
- Assessment includes **unauthorised work** as identified in Part 8 above - additional fee will be the total of the following;
  - the maximum fee that would be payable if the application were an application for development consent or a complying development certificate; and
  - the maximum fee that would be payable if the application were an application to council for a construction certificate.

If more than one (1) inspection is required by Council prior to the determination of the application, a reinspection fee will be charged for the second and all subsequent inspections in accordance with the Clause 260 of the *Environmental Planning & Assessment Regulation 2000*.

If a **swimming pool** is located on the property additional fees will be charged in accordance with Clause 19 of the *Swimming Pools Regulation 2018* and Council's mandatory 'Swimming Pool Inspection Program'.

**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:**

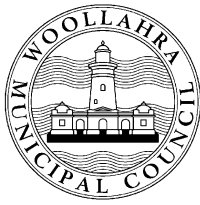
Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

## 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>	Minimum Building Certificate fee	\$250.00	49		
	Archival Fee	\$81.00	253		
	<b>Minimum Fees Required</b>	<b>\$331.00</b>			
	Swimming Pool Inspection Fee (where required – refer to Part 7 above)	\$150.00	T131		
	PLUS additional 'Floor Area' fee for Class 2-9 buildings over 200m <sup>2</sup>				
	PLUS 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			
	<b>Total</b>				
	Receiving Officer: ☒ ..... Date:.....				





# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

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	.....	