



# Building Information Certificate

Under 6.7 of the *Environmental Planning & Assessment Act 1979*

Effective from July 2023 to June 2024

## 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.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

## Applicant's details

<b>Title:</b>	<input type="text"/>		
<b>Full name:</b>	<input type="text"/>		
<b>Company name:</b> (if applicable)	<input type="text"/>	<b>ABN / ACN:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>Contact:</b> (if company)	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

## Site details *(Location and title description of the property)*

<b>Unit, Shop or Suite no:</b>	<input type="text"/>	<b>Street no:</b>	<input type="text"/>				
<b>Street name:</b>	<input type="text"/>	<b>Suburb:</b>	<input type="text"/>				
<b>Lot(s):</b>	<input type="text"/>	<b>Section:</b>	<input type="text"/>	<b>Deposited Plan(s):</b>	<input type="text"/>	<b>Strata Plan:</b>	<input type="text"/>
<b>Other:</b>	<input type="text"/>						

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

## Who owns the land *(Name of every owner)*

<b>Title:</b>	<input type="text"/>		
<b>Full name:</b>	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

### Your interest in the property

- Owner  Purchaser  Purchaser's agent or solicitor  
 Other person with owner's written consent  Other (please specify):

### What type of building is it?

- Dwelling (Class 1)  Outbuilding (Class 10)  Factory (Class 8)  
 Office (Class 5)  Shop (Class 6)  Other (please specify):

### 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>):

### 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 \$157 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).

### 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**

**Which documents have you supplied**

**Must be supplied**

Identification survey from registered surveyor

**Supply where applicable**

- Fire safety certificate
- Building plans  
(minimum 1 hardcopy and 1 copy on USB or the like)
- Swimming Pool 'Certificate of Registration'
- Swimming Pool 'Compliance Certificate'
- Other (specify):

**Signatures**

**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.

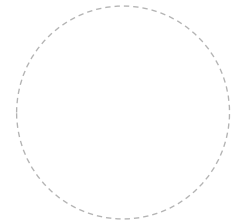
**Signature of owner**

**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 (e.g. power of attorney, executor, trustee, company director)

**Signature**

**Date**



Affix Common Seal

**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 within 21 days of lodgement.

**Signature of applicant**

**Date**

**Fees**

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

**Additional fees payable where:**

1. Floor area of Class 2-9 buildings as identified in Part 6 above that exceeds 200m2
  - Exceeding 200m2 but not exceeding 2,000m2: \$250, plus an additional \$0.50 per square metre over 200m2
  - Exceeding 2,000m2: \$1,165, plus an additional \$0.075 per square metre over 2,000
2. Assessment includes unauthorised work as identified in Part 8 above - 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

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'

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

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

*If you wish to discuss a proposal with one of our Building & Compliance officers, it is essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application*

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

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

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

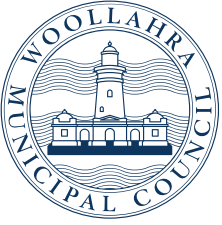
OFFICE USE ONLY	Fee type	Fee	Receipt code	
To be completed by Council's Cashier and Customer Service Officer  GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application</i>	Minimum Application Fee	\$250.00	T49	
	File Retrieval Fee	\$92.00	T253	
	<b>Minimum fees required</b>	<b>\$342.00</b>		
	<b>PLUS:</b> Swimming pool inspection fee (where required – refer to Part 7 above)	\$157.00	T131	
	<b>PLUS:</b> additional 'floor area' fee for Class 2-9 buildings over 200m2		T49	
	<b>PLUS:</b> additional 'Unauthorised work' fee (calculated as the maximum DA & CC fee or CDC fee based on estimated value of work)	Max DA fee		
		Max CC fee		
Max CDC fee				
<b>Total</b>				

Receiving Officer:

Date:

Cashier:

Date:



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: