



BUILDING INFORMATION CERTIFICATE APPLICATION

Under the *Environmental Planning & Assessment Act 1979*, Division 6.7

About this form:	Use this form to apply for a building certificate under EPA Division 6.7 for the whole or part of a building for the sale of a building or for unauthorised or illegal works.
How to complete:	<ol style="list-style-type: none">1. Ensure that all fields have been filled out correctly.2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.3. Once completed, please refer to the lodgement details section for further information.

Building Certificate Application			
Applicant Details*			
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)			
First name:		Surname:	
Email:			
Street address:		Postcode:	
Suburb:			
Postal address: (if different to street address)		Postcode:	
Suburb:		Mobile:	
Phone number:		Other:	
Contact phone no. for access for inspection (required)*			
Site Details			
Customer Reference Number:			
Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:
OWNER/S CONSENT (IF REQUIRED – SEE BELOW)			
All registered owners of the site must sign this form. Without owner consent Council will not accept the application unless permitted by Section 149(B) of the <i>EP&A Act 1979</i> (see below).			
Proof of authority to sign on behalf of company or strata/company seal or provide separate authorisation on company letterhead.			
I declare I am: (please check applicable box)			
<input type="checkbox"/> the owner of the land			
<input type="checkbox"/> any other person (with the consent of the owner)			
<input type="checkbox"/> the purchaser under contract of sale (and have provided evidence of contract of sale)			
<input type="checkbox"/> the purchaser's solicitor or agent			



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REASON FOR APPLICATION

Sale of Property Unauthorised or Illegal Works

Finalisation of previously approved building works

Is the application for the whole of or part of a building?

Whole of Building _____ Part (specify) _____

Building Classification _____

Does this work relate to unauthorised work or other reason specify

Description of Works If seeking a Building Certificate for unauthorised or illegal works, describe the works including the part of the building where the works have been undertaken.	
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Estimated Cost You may need to provide certification of the cost from a quantity surveyor	\$ _____ (includes GST and all costs associated with the demolition and construction for unauthorised work only)
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CHECKLIST*

Checklist (Details that must accompany your application)	<p><u>For sale</u></p> <ul style="list-style-type: none"> • Current Survey (unless no changes have been made from a previous survey – copy to be attached). <input type="checkbox"/> <p><u>Unauthorised / Illegal Works</u></p> <ul style="list-style-type: none"> • Identification Survey (to identify existing buildings and improvements on the lot). <input type="checkbox"/> • A covering letter containing the reasons for the application for unauthorised or illegal works including compliance history and Compliance contact officer(if applicable) <input type="checkbox"/> • Copy of any Stop Work Order or Notice of Order <input type="checkbox"/> • Works as executed plans (unauthorised/illegal work only) 1 set coloured <input type="checkbox"/> • A4 set of plans for notification purposes – 1 set <input type="checkbox"/> • Other supporting documentation including structural certification <input type="checkbox"/> • Copy of all documentation on either CD/USB <input type="checkbox"/>
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Fees for unauthorised works	<ul style="list-style-type: none"> • Additional fees are payable for unauthorised or illegal works which may include notification fees, DA/CC fee, CDC fee and are payable when lodging the application – request an online quote • Additional applications may also be required including Section 96 application where previous consent has been obtained
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Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.

**Applicant's
signature/s:**

Date:

/ /

Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form

Instructions for applicants

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge online (preferred method): www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- Registration is required for the application lodgement
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge in person: Inner West Council's Customer Service Centres:

- For applications being lodged in person, all documents must be contained on a USB device.



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Note: The Building Certification Team is located at the Leichhardt Service Centre and are available by appointment to assist in the lodging of your application*

- **Leichhardt – 7-15 Wetherill Street Leichhardt.**
- Ashfield – 260 Liverpool Road Ashfield.

Opening hours: Monday-Friday, 8:30am-5:00pm
www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Payment: Tax Invoice will be sent after lodgement, please refer to the invoice for payment methods.

Note: The issue nature and effect of the Building Information Certificate if issued under Division 6.7 of the Environmental Planning & Assessment Act 1979

1. A Building Information Certificate is to be issued by a council only if it appears that :
 - a) there is no matter discernible by the exercise of reasonable care and skill that would entitle Council under this Act or the Local government Act 1994
 - (i) to order the building to be repaired, demolished, altered added to or rebuilt or
 - (ii) to take proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - (iii) to take proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, or
 - b) there is such a matter but , in the circumstances, the council does not propose to make such an order or take such proceedings.
2. A Building Information Certificate operates to prevent the Council, for a period of 7 years from the date of issue of the certificate:
 - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, an
 - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.
3. However, a Building Information Certificate does not operate to prevent a council:
 - a) from making a development control order that id a fire safety order or a building product rectification order (within the meaning of the Building Products (Safety) Act 2017.
4. An order or proceeding that is made or taken in contravention of this section is of no effect.

Office use only

Checked by officer:

Receipt number:

Date:

BC Fee:
Unauthorised work*:
Notification Fee:
DA fee



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		CC fee: (CDC fee)	Total:
Application number		Cashier code:	
		Initial of officer:	