



Application for a Building Information Certificate

Under Division 6.7 of the Environmental Planning & Assessment Act 1979

Postal Address:
 General Manager
 PO Box 61
 GLEN INNES NSW 2370
 Phone: (02) 6730 2350
 Fax: (02) 6732 3764
 Email: council@gisc.nsw.gov.au

Office Use Only		
Building Certificate No:		Cashiers Initial
Building Certificate Fee:		
Receipt Number:		
Date of Receipt:		
Assessment No:		

All associated fees are listed in Council's current Operational Plan.

Privacy Notification: In completing this form you will be prompted to supply information that is personal information this information is collected under the *Privacy and Personal Information Act 1998*. The supply of this information is voluntary. If you cannot provide, or do not wish to provide, the information sought Council may be unable to process your request. Council requires the provision of the owner/s name and address with signature/s to verify owner/s permission for the lodgment of this Construction Certificate Application. Glen Innes Severn Council is required under the *Privacy and Personal Information Act 1998* to inform you about how your personal information is being collected and used. If you require further information please contact Council's Department of Development, Planning and Regulatory Services on (02) 6730 2350.

BUILDING INFORMATION CERTIFICATE

1. Council may require specified rectification work, repairs or other works to be undertaken prior to determination and issue of a building information certificate. This is not a Compliance Certificate. Council cannot issue approval's retrospectively for illegal building work that has been undertaken.
2. If the application relates to or encompass any building work carried out without, or not in accordance with a development consent, complying development certificate or construction certificate, specific written details of the works-as-executed architectural plans, structural engineering details and certification must be provided to Council's satisfaction.
3. Adequate details of the building are required by Council to enable a full and proper evaluation of the application, which may include plans/specifications of the building, survey documentation, fire safety details, structural certification of the building, reports/details of compliance with the Building Code of Australia, structural certification of any awning or other structure located over a footway/public place and other relevant specialist reports or information.
4. If it is reasonably necessary to carry out more than one inspection of the building before issuing a building information certificate, Council will require the payment of an additional inspection fee for the issue of the certificate.
5. This application does not relate to any barriers or fencing to a swimming pool and it does not constitute an application for a Swimming Pool Certificate of Compliance under the Swimming Pools Act 1992 (Act).
6. A Building Information Certificate can only be issued by Council if it appears that there is no matter discernible, by the exercise of reasonable care and skill, that would entitle the Council to; issue an order or take proceedings to issue an order that the building to be repaired, demolished, altered, added to or rebuilt or in relation to any encroachment by the building onto land vested in or under the control of Council. A Building Information Certificate operates for 7 years from the approval date. This certificate is not a Compliance Certificate.

PROPERTY DETAILS

Lot: _____ Section: _____ DP: _____
 Street No: _____ Street: _____ Town: _____
 Land Use: Residential Commercial Other _____

BUILDING DETAILS

Particulars: Whole of Building Part of Building All buildings on the land Other

Building Description/s: _____

Total Floor Area: _____ m² Estimated Cost of Works: _____

APPLICANT'S DETAILS

Title: Mr Mrs Miss Ms Other

Name: _____

Address: _____

Mobile: _____ Home: _____

Email: _____ Fax: _____

Signature: _____ Date: _____

NOTE: The application may only be made by one of the following. Please tick appropriate box;

- the owner of the land on which the building is erected;*
- any other person with the consent of the owner of that land;*
- the purchaser under a contract for sale of the property that comprises or includes the building, or the purchaser's Australian legal practitioner or agent;*
- a public authority that has notified the owner of the land of its intention to apply for the certificate.*

OWNERS DETAILS

Name/s: _____

Address: _____

Signature/s: _____ Date: _____

NOTE: If the owner is a company or Owners Corporation, its common seal must be stamped over the signature/s otherwise the Managing Director must sign and clearly indicate the A.C.N.

FEES

Application fees are in accordance with the appropriate prescribed fee. The *Environmental Planning and Assessment Regulation 2000* currently specifies the following fees:

- In the case of a Class 1 building (together with any Class 10 buildings on the site) or a Class 10 building - \$250.00 for each dwelling contained in the building or in any other building on the allotment.
- In the case of any other class of building:

Floor area of building or part	Fee
Not exceeding 200m ²	\$250
Exceeding 200m ² but not exceeding 2000m ²	\$250 plus an additional \$0.50/m ² for each square
Exceeding 2000m ²	\$1165 plus an additional \$0.075/m ² for each m ² over 2000m ²
- In any case where the application relates to a part of building and that part consists of an external wall only or does not otherwise have a floor area - \$250.00.
- In the case of an application which relates to unauthorised / non-complying building work – a fee which is equivalent to Council's fees for a development application and construction certificate or a complying development certificate (as applicable) for the building work. Please provide Council with details of the value of the work carried out without the required consent/certificate and contact Council to obtain details of the specific fee for development which is unauthorised or non-compliant with a development consent, complying development certificate or construction certificate.
- If the fee specified in the Regulation differs from or exceeds the above-mentioned fees, the fee specified in the Regulation applies.