

Building Information Certificate Application

City Development

Environmental Planning and Assessment Act 1979

Guidance

Use this form to apply for a Building Information Certificate.

The building owner or any person with the owner's consent can make an application. The purchaser under a contract for the sale of property; the purchaser's solicitor or agent; or a public authority may also make an application.

The application must be submitted through the [NSW Planning Portal](#)

- The checklist forms part of the application and must be completed.
- The application must be submitted in accordance with the Electronic Lodgement Guidelines. Refer to Electronic Lodgement in [Group Hub Planning, Environment Development Group](#) document.
- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned.

1 Application type

Whole of building (all structures on the property)

Part of building (structures as specified):

2 Applicant details

Company Name (if applicable):

ABN / ACN:

Position:

Mr Mrs Ms Other (specify):

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address Shop /Unit / Street No.:

Street Name:

Suburb / Town / Village / Locality:

State:

Postcode:

Office use only

Related Policies: Legislative requirement

Issue Date: 2/03/2022

Review Date: 1/02/2023

Owned by (section): Development



3 Development site – location and title details

Lot:	DP:	Section (where relevant):
Portion No:	Parish:	
Shop / Unit / Street No:	Street name:	
Suburb:	Postcode:	
Area of Land (in m ² or hectares):		
An inspection of the property may be required. Detail the contact person for Council to arrange access: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other (e.g. tenant / real estate): If you have selected Other provide Name: _____ Phone: _____		
List any access issues e.g. dog onsite, locked gates:		

4 Development type – tick all relevant boxes

<input type="checkbox"/> Residential – Single Dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Residential – Secondary Dwelling	<input type="checkbox"/> Mixed Use
<input type="checkbox"/> Residential – Dual Occupancy	<input type="checkbox"/> Commercial / Retail / Office
<input type="checkbox"/> Residential – Multi Unit	<input type="checkbox"/> Community Facility
<input type="checkbox"/> Residential – Ancillary building(s)	<input type="checkbox"/> Tourist
<input type="checkbox"/> Residential – Seniors Living	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Residential – Other (specify):	

5 Building details

If the application is for Part of a Building, describe the part:

The following information is required for Class 2-9 buildings (i.e. commercial, industrial or unit developments). It is not required for single dwellings or ancillary buildings (Class 1 or Class 10)

Floor area of the building or part of the building: _____ m²

6 Unauthorised work

Is there any unauthorised work? Yes No

If yes, describe the work and attach relevant plans or details:

ESTIMATED COST (including the full cost of materials and labour): \$ _____

7 Checklist

The following documents must be attached to the application:	N/A	Supplied
Construction Certificate or Council's Reference Number:		<input type="checkbox"/>
Occupation Certificate or Council's Reference Number:		<input type="checkbox"/>
A recent survey prepared by a Registered Surveyor showing the location of buildings and distances to boundaries. If no changes have occurred, a previous survey may suffice if recently certified by a Registered Surveyor as true and accurate.		<input type="checkbox"/>
Plans/specifications of the building(s)		<input type="checkbox"/>
Structural certificates		<input type="checkbox"/>
Fire safety details/certificates		<input type="checkbox"/>
Details of any unauthorised/non-complying works	<input type="checkbox"/>	<input type="checkbox"/>

8 Registered owners' details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application.
 I/We hereby permit any duly authorised officer of the Shoalhaven City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner First Name:		Last Name:	
Owner Signature:		Date:	
Company Name (if applicable):			
ABN / ACN (if applicable):			
Position (if owner is a company):			
If there is more than one owner, add additional owner(s) details.			
Owner First Name:		Last Name:	
Owner Signature:		Date:	
Owner First Name:		Last Name:	
Owner Signature:		Date:	
Owner First Name:		Last Name:	
Owner Signature:		Date:	

9 Disclosure of political donations and gifts

Under the Environmental Planning and Assessment Act 1979, any reportable political donation to a Councillor and/or any gift to a Councillor or Council employee within a two (2) year period before the date of this application must be publicly disclosed.

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable political donation' or 'gift' to a Councillor or Council employee within a two (2) year period before the date of this application?

Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

Applicant:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Owner(s):	<input type="checkbox"/> No <input type="checkbox"/> Yes

If you have answered Yes to this question you must complete a [Political Donation and Gifts Disclosure Statement](#) and lodge it with this application.

If you have answered No to this question by signing this application, you undertake to disclose to Council in writing within seven (7) days any 'reportable political donation' or 'gift' made after lodgement of the application and prior to its determination.

10 Conflict of interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.

Applicant: No Yes

Owner(s): No Yes

If you have answered Yes to this question, you must provide details including names and relationship:

11 Applicant's declaration

I apply for a Building Information Certificate for the building(s) described in this application and in the plans, specifications and documents accompanying the application;

I declare that smoke alarms are installed within the above building(s) as required by the Environmental Planning and Assessment Regulation 2000.

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct;

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or

- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4429 3111

Lodgement details

The application must be submitted through the [NSW Planning Portal](#)
Once your application is received, a Council Officer will contact you if further information is required.