

BC

APPLICATION FOR BUILDING INFORMATION CERTIFICATE

DIVISION 6.7 – ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Application Fee		Receipt No.		Parcel No.
Date Received		Checked by:		

Site & Building Details

Unit, Shop or Suite:	Street No.:	Street:
Suburb:	Postcode:	
Lot(s):		
Deposited Plan(s):	Strata Plan:	
Description of whole/part of building(s):		
Floor Area of building or part:		
Classification of Building:		

Applicant Details

*Please print clearly
and give all contact
details*

Title:	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other ☐
Name:					
Company Name:					
Postal Address:					
Postcode:					
Phone (B):			(H):		
Fax:			(M):		
Email:					

Owner Details

*Please print clearly
and give all contact
details*

Title:	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other ☐
Name:					
Company Name:					
Postal Address:					
Postcode:					
Phone (B):			(H):		
Fax:			(M):		
Email:					

Reason for Application

*Access to property
can be obtained by
contacting:*

Purpose of Application

☐ Sale of Property ☐ Unauthorised or illegal works

Signature of Applicant/s

*Signature of all
applicants is to be
provided*

Signature of applicant/s

Date

Owner/s Consent

*Council will not
accept this
application without
correct and
complete owner/s
consent*

Signature of owner/s

Date

Effect of the Certificate

6.25 Issue, nature and effect of building information certificate (cf previous ss 149D, 149E)

- (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 the council, under this Act or the Local Government Act 1993:
 - (i) to order the building to be repaired, demolished, altered, added to or rebuilt, or
 - (ii) to take proceedings for an order or injunction requiring the building to be demolished, altered, added to or rebuilt, or
 - (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 any such order or take any such proceedings.
- (2) A building information certificate is a certificate that states that the council will not make an order or take proceedings referred to in subsections (3) and (4).
- (3) A building information certificate operates to prevent the council:
 - (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, and
 - (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 existing or occurring before the date of issue of the certificate.
- (4) 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, and
 - (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.
- (5) However, a building information certificate does not operate to prevent a council from making a development control order that is a fire safety order or a building product rectification order (within the meaning of the Building Products (Safety) Act 2017).
- (6) An order or proceeding that is made or taken in contravention of this section is of no effect.

Fees

STANDARD (GST exempt) Class 1 or 10 buildings	\$250 for each dwelling contained in the building or in any other building on the allotment ☐
Class 2 to 9 buildings where: – Floor area or part not exceeding 200m ² – Floor area or part exceeding 200m ² but not exceeding 2000m ² – Floor area or part exceeding 2000m ²	\$250 \$250 + additional \$0.50 per m ² for each m ² over 200sqm \$1,165 + additional \$0.075 per m ² for each m ² over 2000sqm
In any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area	\$250
Unauthorised works application fee Cost of works: \$_____	Equivalent of maximum fees for development application / construction certificate of equal value based on cost of works
Where more than one inspection is required	Not exceeding \$90 for the issue of the certificate
Fee for copy of the Building Certificate	\$13

Declaration under *Privacy & Personal Information Act 1998*

Personal information requested on this form is required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Personal details requested on this form is supplied to Strathfield Council on a voluntary basis but if you cannot provide the information requested, Council may not be able to process your application. Information provided by you may be accessed by the members of the public. 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.

Instructions for applicants

- Lodging an application requires a completed application form, all the relevant information (refer to the appropriate checklist) and the payment of the required fee
- **Lodge in person** – Council's Customer Service Centre at 65 Homebush Road, Strathfield
- At lodgement this application will be checked to ensure the required information is provided
- You are invited to make an appointment with Council's Building Surveyors to lodge the application. Please telephone 9748 9999 and ask to be transferred to the Development Assessment Section to make the appointment
- Council's opening hours are 8.30am to 4.30pm Monday to Friday.
- **Lodge by mail** – mail to Strathfield Council, PO Box 120, Strathfield NSW 2135
- **Payment: In person** – EFTPOS, credit card

Incomplete or illegible applications will not be accepted by Council and will be returned to you. Please thoroughly check your application before submission.

CHECKLIST

CHECKLIST A – SALE OF THE PROPERTY	To be completed by the applicant			To be completed by Council Officers		
	Yes	No	N/A	Yes	No	N/A
1. Do you have owner(s) consent?						
2. Have you attached a cheque/payment?						
3. Survey Plan An identification survey plan by a registered surveyor is to be submitted with all applications Information should include: - Plan to show all existing structures - Location/position of all buildings/structures on the land (showing street number and street address), to the boundary. - Easements and rights of way including common or party walls Note: An assumed datum may sometimes be sufficient for very minor development (that does not alter building height). The assumed datum point must be shown on the site plan and relative levels (RLs) on section and elevation plans.						

CHECKLIST B – APPLICATION FOR UNAUTHORISED WORKS						
1. Preparing your application - One (1) copy of all documentation, including the application form are required. - Only one copy of the checklist is required. - Additional copies of documentation may be requested. - Highlight in colour all unauthorised works and building changes. - Provide a statement of works undertaken						
2. For all plans The following information should be included on all plans and documents: - Applicant(s) name(s) - Property address (block/house/shop/flat number) - Draftsman/architect name, date, plan name and number, plan version, and revision						
3. CD / Disc / USB An electronic copy of all documentation must be provided in PDF format on CD / disc / USB. One file for each document or plan, file name to include: document name, plan type, description and number (including version) and date. e.g. Architectural, North Elevation, p1/9,15/12/06						

DOCUMENTATION FOR UNAUTHORISED WORKS						
1. A4 plans for notification purposes Notification plans are to be submitted with all applications (see exceptions below). • Provide five (5) copies of A4 reductions of site plan and elevations (preferably 1 page), to be double-sided. • Plans are to be legible, including dimensions and wording. • These plans need not include interior detail that may affect your rights to privacy. However if such plans are provided, then the signature on the Application Form acknowledges and accepts that all relevant A4 plans submitted will be used for public notification purposes.						
2. Survey plan An identification survey plan by a registered surveyor is to be submitted with all applications Information should include: • Plan to show all existing structures • Location/position of all buildings/structures on the land (showing street number and street address), to the boundary. • Easements and rights of way including common or party walls Note: An assumed datum may sometimes be sufficient for very minor development (that does not alter building height). The assumed datum point must be shown on the site plan and relative levels (RLs) on section and elevation plans.						
3. Building Code of Australia (BCA) report A Building Code / Fire Safety analysis / report is required for all applications. The report is to detail the developments compliance with provisions of Sections C, D, E & F (Class 2-9) and parts 3.1 to 3.12 (Class1). Specific detail is to be provided as to how the development will be either be fire protected or upgraded to meet current Building Code and Australian Standard requirements.						
4. Structural Report A structural Report may be required to be submitted with applications that include structural works. The report it to be prepared by a suitably qualified professional Structural Engineer and shall detail the developments compliance with the relevant structural provisions. Specific detail is to be provided as to how the development will meet the current Building Code and Australian Standard requirements.						
5. Town Planning Reports A Town planning report addressing councils DCP, LEP and controls coupled with a Statement of environmental effects.						

6. Works as executed floor plan/elevation and sections These plans should include: • Plan to scale 1:100 or 1:200 • Coloured and to identify the unauthorised portions • Floor levels and steps in floor levels. (reduced levels) • Room names, areas and dimensions • Locations and sizes of windows and doors • Wall structure type and thickness • Location of plumbing fixtures (where possible) • Access and facilities for persons with a disability • Existing floor plan, room names and use (if relevant) • Works as executed stormwater drainage plan (where applicable)						
7. Landscape open space plan and calculations Landscape Open Space plan and calculations may be supplied with all applications including works additional to the approved building footprint. Information should include: • Plan identifying proposed 'landscape open space' in accordance with the requirements. (If no change to existing landscape open space', calculations are still required). • Show associated area calculations and 'landscape open space' percentage.						
8. Flood Impact Report A Flood impact statement demonstrating compliance with Council's Interim Flood Prone Lands Policy. This statement must also include drainage diagrams.						