

# BUILDING INFORMATION CERTIFICATE DIVISION 6.7 APPLICATION

(Under the Environmental Planning & Assessment Act, 1979)



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:**

Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

## Important Information

A **survey** must be submitted with this application. It must show the site, dimensions, and all buildings on the site at the date of application and any encroachments. The survey does not have to be recent, but must accurately represent the site at the time of application. A new survey will be required where there has been material change to the land from the previous survey.

### Office Use

Fee Paid \$

Receipt No:

Date:

Application Number:

### Purpose of Application

Sale of Property

OR

Unauthorised/illegal works

Value of Works: \$

### CUSTOMER SERVICE OFFICER ONLY

Building Cert fee: \$

DA/CDC fee: \$

Notification fee: \$

Planning Reform fee: \$

CC fee: \$

Compliance Levy Fee: \$

**Total:** \$

## Applicant details

Surname:

First Name:

Email:

Contact Number:

Address:

Suburb:

Postcode:

## The Applicant Is (please tick):

The owner of the building

The purchaser under a contract for sale of property, which comprises or includes the building or part

<input type="checkbox"/>	The purchaser's solicitor or agent	Business Name:	<input type="text"/>
<input type="checkbox"/>	A public authority which has notified the owner of its intention to apply for the Certificate	Authority Name:	<input type="text"/>
<input type="checkbox"/>	Any other person having the owner's consent to make the application		

### Owners Consent

Consent of all owners/owners solicitor/agent

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### Building Details

#### Property

Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

#### Particulars

Type of Building:	<input type="text"/>		
Certificate required for:	<input type="checkbox"/> Whole	<input type="checkbox"/> Part	
Building Classification:	<input type="text"/>	Floor area of building or part:	<input type="text"/>
Description of part (if applicable):	<input type="text"/>		

#### Description of Land:

Lot or Portion Number:	<input type="text"/>	Section:	<input type="text"/>	Deposited Plan/ Strata Plan/ Estate	<input type="text"/>
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#### Property Legal Title:

Survey Enclosed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Surveyed By:	<input type="text"/>	
Date Surveyed:	<input type="text"/>	

#### Contact Details for Property Access

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>		
Email:	<input type="text"/>		

### Applicant Signature

Signature:	<input type="text"/>	Date:	<input type="text"/>
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# BUILDING INFORMATION CERTIFICATE

## DIVISION 6.7

### SCHEDULE OF APPLICATION FEES



#### Checklist

1. Under S6.26 the Council requires an application to be **accompanied by a current survey** report and plan of the property and buildings. (If no changes past survey may be certified)?
2. Is the form completed correctly?
3. Are the details of the description of the building completed **and the reasons for the application stated?**
4. **For unauthorised or illegal works additional information has been lodged including:**
  - (i) Works as executed plans and elevations showing changes from the original approval or illegal works highlighted and a corresponding schedule of changes has been provided.
  - (ii) A4 set of plans for notification purposes.
  - (iii) Other supporting documentation including covering letter explaining reason for application
  - (iv) Notification fee has been paid for illegal or unauthorised works requiring notification
  - (v) Electronic copies of all supporting documents in accordance with the following:
    1. **PDF Format** - All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form **e.g. site plans must be on one pdf document, elevations must be on another separate pdf document. Pdf documents can consist of numerous pages**, in accordance with Council's file naming protocol. Security settings must not be applied to electronic documents, this includes passwords.
    2. **Documents** - must be A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
    3. **Plans** - must be to scale and rotated to landscape.
    4. **File Names** - file naming conventions will apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed the Building Certificate Checklist, for example: Point 1 - Survey Plan
    5. **Accuracy** - electronic documents must be exact reproductions of the original hard copy documents or plans.

**NOTE:** Electronic Documents lodged with Council will be published on Council's DA and Property Tracking Tool on our web page.  
**Your electronic device will be returned to you once your Application has been determined by Council.**
5. Number and contact person for access is provided
6. Correct Fee is provided in accordance with the following table:
  - Fees as prescribed under the *Environmental Planning & Assessment Regulation 2000*
  - Charges for any second or subsequent inspection may be levied at the discretion of the Council (maximum inspection charge \$90)

Floor area of building or part	Fee
Not exceeding 200 square metres	\$250
Exceeding 200 square metres but not exceeding 2,000 square metres	\$250, plus an additional \$0.50 per square metre over 200sqm
Exceeding 2,000 square metres	\$1,165, plus an additional \$0.075 per square metre over 2,000sqm

**\*\*Unauthorised/ Illegal Works**

Fee for Building Certificate in accordance with the above + **The additional fee payable under subclause (3A) is the total of the following amount:**

- (a) the amount of the maximum fee that would be payable if the application were an application for development consent, or a complying development certificate (if appropriate), authorising the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application,
- (b) the amount of the maximum fee that would be payable if the application were an application to the council for a construction certificate relating to the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application.

**NOTE: These additional fees are in accordance with the Environmental Planning & Assessment Regulation 2000- REG 260**

**Smoke Alarms in Residential Buildings**

Under S6.26 the Council requires an application to be accompanied by a statement confirming the installation of Smoke Alarms in the building in accordance with the Environmental Planning & Assessment Amendment (Smoke alarms) Regulations 2006.

**Description of Building/Part**

The description of the building or building part **needs to be specific**

**e.g.:** dwelling, outbuilding, garage, carport, swimming pool, factory building, and commercial building.

This Building Certificate does not certify the compliance of the child-resistant barrier to the pool. If you require a certificate in respect of child-resistant barrier to the pool, a separate application for a Certificate of Compliance under Section 24 of the Swimming Pools Act is required

**Declaration under Privacy & Personal Information Act 1998**

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with requirements of this legislation. Access to this information is available to the public in accordance with the *Local Government Act 1993* and *Freedom of Information Act 1989*. 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 appropriate checklist) and the payment of the required fee
- **Lodge in person** - Council's Customer Service Centre at 1A Marlborough Street, Drummoyne
- At lodgement this application will be checked to ensure the required information is provided
- Council's opening hours are 8.30am to 4pm Monday to Friday.
- Lodge by mail - mail to City of Canada Bay Council, Locked Bag 1470, Drummoyne NSW 1470
- **Payment: by Mail** - cheque only, **In person** - Cash, cheque, 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.**

# SMOKE ALARM STATEMENT

As required by Division 7A of the Environmental Planning and Assessment Regulation 2000



## Details

Smoke alarms have been installed with the premises at:

Address of Premises:

Suburb:

Postcode:

## Complying with the requirements of the Environmental Planning and Assessment Amendment (Smoke Alarms) Regulations 2006

Signature:

Date:

## Environmental Planning and Assessment Regulation 2000 requirements:

**Reg 186A** - "The owner of a class 1a building or relocatable home must ensure that the building or home is equipped with smoke alarms that are located, on or near the ceiling:

- A) in any storey of the building or home containing bedrooms - in every corridor or hallway associated with a bedroom, and if there is no such corridor or hallway associated with a bedroom, between that part of the building or home containing the bedroom and the remainder of the building or home, and
- B) in any other storey of the building not containing bedrooms."

**Reg 186B** - "A smoke alarm installed under this Division is to be functioning and is to comply with the requirements of Australian Standard 3786

Application for Building Information Certificate under Environmental Planning & Assessment Act 1979