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## BUILDING INFORMATION CERTIFICATE APPLICATION

*Under Environmental Planning & Assessment Act 1979*

### APPLICANT'S DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Reference: \_\_\_\_\_

Email: \_\_\_\_\_

### REASON FOR APPLICATION:

- Unauthorised or Illegal Works
- Sale of Property            **OR**             Value of Works     \$ \_\_\_\_\_

### THE APPLICANT IS (Please tick)

- The owner of the building
- The purchaser under a contract for sale of property which comprises/includes the building or part
- The purchaser's solicitor or agent                    Business Name: \_\_\_\_\_
- A public authority which has notified the owner     Authority Name: \_\_\_\_\_  
of its intention to apply for the Certificate
- Any other person having the owner's consent to make the application

### CONSENT OF ALL OWNER'S/SOLICITOR/AGENT

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### LOCATION AND DESCRIPTION OF LAND

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lot No: \_\_\_\_\_ Section: \_\_\_\_\_ DP/SP No.: \_\_\_\_\_

### PARTICULARS

Type of Building: \_\_\_\_\_

Certificate Required For:      Whole     Part

Building Class: \_\_\_\_\_ Floor area of building/part: \_\_\_\_\_

Description of part: \_\_\_\_\_

The description of the building or part needs to be specific (e.g. dwelling, outbuilding, factory etc.).

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Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360

Ph: 02 67 288 288 Fax: 02 67 288 277

DX 6159

[www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)

## CONTACT DETAILS FOR PROPERTY ACCESS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone (M): \_\_\_\_\_  
Email: \_\_\_\_\_

## INFORMATION REQUIREMENTS

### All Building Information Certificates

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.

### For unauthorised or illegal works, additional information must be 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) Engineering certification;
- iii) Other supporting documentation including covering letter explaining reason for not obtaining consent.

## SCHEDULE OF FEES

Class 1 or 10a Building	\$250.00
Other Class of Building: Not exceeding 200 square metres	\$250.00
Other Class of Building: Exceeding 200 square metres but not exceeding 2,000 square metres	\$210.00, plus an additional 50 cents per square metre over 200m <sup>2</sup>
Other Class of Building: Exceeding 2,000 square metres	\$1,165.00 plus an additional 7.5 cents per square metre over 2,000m <sup>2</sup>
External Wall Only	\$250.00
Additional Fee for More than One Inspection	\$90.00
<b>ADDITIONAL FEE FOR UNAUTHORISED WORKS - ANY CLASS OF BUILDING</b>	To be determined by Council in accordance with Clause 260 (3A) of the <i>Environmental Planning &amp; Assessment Regulation 2000</i> .

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

## OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Fees: \_\_\_\_\_