

# Building Information Certificate Application

Division 6.7, Environmental Planning and Assessment Act 1979



APPLICATION NUMBER: \_\_\_\_\_

*Effective 1 July 2019 to 30 June 2020*

## WHAT YOU'LL NEED

The application must be accompanied by an up-to-date copy of a Survey Certificate, other documents listed on page 2 and relevant application fee.

## SUBJECT PROPERTY

Unit/Street No: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Lot No(s): \_\_\_\_\_ Strata/Deposited Plan Number(s): \_\_\_\_\_

## APPLICANT DETAILS

Title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

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

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

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

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

Phone No Home/Bus: \_\_\_\_\_ Mobile: \_\_\_\_\_

The applicant is:

- a person, with the consent of the owner of the subject land, or
- the owner of the land on which the building is erected, or
- the purchaser under a contract for the sale of the property, which comprises or includes the building or part, or the purchaser's solicitor or agent; or
- a public authority which has notified the owner of its intention to apply for the certificate.

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

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## DESCRIPTION OF BUILDING

Details of the subject building or part of the building:

*(Each building or structure proposed to be included in the building information certificate must be clearly and separately identified*

*e.g. dwelling and carport; detached studio; residential flat building, commercial/industrial building; alterations/additions to existing dwelling etc).*

Does the application relate to the whole or part of the building? .....

Description of the part of the building (if applicable): .....

Use of the building/part: .....

Total floor area of the building or of building part: .....

m<sup>2</sup>

Building Code of Australia classification/s of the building (if known): .....

Does the application relate to or encompass any building work carried out without or not in accordance with, a development consent, complying development certificate or construction certificate? If so, please specify details? [Refer to Note 1 and Fee 4]

Value of building works carried out without required consent/certificate: .....

\$

## OWNER OF THE LAND

*To be completed if the applicant is NOT the owner of the land*

Name/s: .....

Postal Address: .....

Contact

No Home/Bus: .....

Mobile: .....

Owners Signature: .....

Date: .....

*(or covering letter from the owner or proof of purchaser under contract for sale to be provided, if applicable)*

## ATTACHMENTS

*(Please tick appropriate boxes)*

- Survey Certificate (up-to-date and original or certified copy)
- Application fee
- Works-as-executed architectural/structural engineering plans of the building
- Structural engineering certificates
- Construction Certificate
- Occupation Certificate
- Fire safety details/certificates
- Swimming Pool Compliance Certificate
- Consent of the owner or proof of purchaser under contract i.e. from purchasers Solicitor (if applicable)
- Details of any unauthorised/non-complying works (including relevant plans, reports and certification)
- Other documentation .....

## NOTES

1. 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.
2. 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.
3. Council may require specified rectification work, repairs or other works to be undertaken prior to determination and issue of a building information certificate.
4. If it is reasonably necessary to carry out more than one inspection of the building before issuing a building information certificate, the council will require the payment of an additional fee (not exceeding \$90.00) 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. If the property contains a swimming pool or spa pool which is not subject to a current valid Swimming Pool Certificate of Compliance or Occupation Certificate, Council may carry out an inspection of the swimming pool barriers in accordance with Council's Swimming Pool Inspection Program, prior to the issue of a Building Information Certificate. Inspections of swimming pools are subject to payment of a separate fee in accordance with Council's Fees & Chagres. For further information, visit Randwick City Councils website [www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au).

## FEES

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

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

1. 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.
2. In the case of any other class of building - as follows:

Floor area of building or part	Fee
Not exceeding 200m <sup>2</sup>	\$250.00
Exceeding 200m <sup>2</sup> but not exceeding 2000m <sup>2</sup>	\$250.00 plus an additional 50 cents per m <sup>2</sup> over 200m <sup>2</sup>
Exceeding 2,000m <sup>2</sup>	\$1,165.00 plus an additional 7.5 cents per m <sup>2</sup> for each square metre over 2000m <sup>2</sup>
3. 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.
4. 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.
5. If the fee specified in the Regulation differs from or exceeds the above-mentioned fees, the fee specified in the Regulation applies.

## HOW TO LODGE THIS APPLICATION

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to:      Randwick City Council

Post:    30 Frances Street, Randwick NSW 2031

DX:      DX 4121 Maroubra Junction

Courier or Personal Delivery to our Customer Service Centre:

*Randwick City Council*

30 Frances Street, Randwick

Open 8:30am – 5:00pm, Monday – Friday

## PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. This form will be stored electronically in the Council's electronic document management system. Access to this information is restricted to Randwick City Council officers and other people authorised under the Act. 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. You may also request Council to suppress your personal information from a public register.

## COPYRIGHT DISCLAIMER

The Government Information (Public Access) Act (GIPA) provides that anyone may inspect, free of charge, certain documents held by a council, including (among others) development applications and associated documents. This right is qualified in relation to development application for the residential parts of buildings, which limits the rights of inspection in such cases to plans showing the height and external configuration in relation to the site of the proposed building. GIPA provides that a right to inspect a document under the Act includes a right to take away a copy of the document, whether free of charge or subject to reasonable copying charges (subject to any other requirements or limitations in relevant legislation).

It follows that anyone has a statutory right to inspect development application and associated documents, subject to GIPA, and to take away copies. A council complying with its obligation under GIPA does not breach copyright law. However, a person who through this process obtains a copy of survey or other plans subject to copyright would be in breach of copyright law if those plans were later used in a way adverse to the interest of the holder of the copyright. For example, a person who obtains a copy of the plans and specifications for a building the subject of a development application would breach copyright law if those plans and specifications were used without the copyright holder's consent as the basis for another development proposal on a different parcel of land. Liability in such a case would rest with the person who committed the breach.

If you do copy, reproduce, republish, upload to a third party, transmit or distribute in any way plans, building specifications or other documents subject to copyright, contrary to the provisions of the *Copyright Act 1968* (Cth) you will be taken to have indemnified Randwick City Council against any claim or action in respect to breach of copyright.

## OFFICE USE ONLY

Application/Request received by: .....

Date: .....

Referred to: .....

Date: .....

Receipt No: .....

Date: .....

Fee:      \$ .....