



BUILDING INFORMATION CERTIFICATE APPLICATION

Environmental Planning and Assessment Act 1979 (Division 6.7)

Note: Pool Safety Barriers - A Building Information Certificate does not include pool safety fencing due to this being under the *Swimming Pools Act*. For certification of pool safety barriers a separate application is required for a certificate of compliance under the *Swimming Pools Act* .1992

APPLICATIONS REQUIRE TO BE LODGED PRIOR TO 4pm

Part 1: Site Details

Address No:	Street Name	
<input type="text"/>	<input type="text"/>	
Suburb	Lot No	DP/ SP
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE USE ONLY

Council Ref	BC	___/___
Application Fee:	\$	_____
Receipt No:	_____	
Date Received:	_____	
Checker Name:	_____	

Part 2: Applicant

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation Name		
<input type="text"/>		

CONTACT DETAILS

Postal Address (write As Above if same as Site Details)

Daytime phone	Mobile
<input type="text"/>	<input type="text"/>

Email Address

Acceptable Applicant Who may apply for Building Information Certificate (see Environmental Planning & Assessment Act section 6.22)

- (a) the owner of the land on which the building is erected, or
- (b) person with the consent of the owner of that land, or
- (c) purchaser/ purchaser's legal agent with property under a contract for the sale, or
- (d) public authority that has notified the owner.

Tick to confirm:

I **certify** that the information supplied with this application form is correct and accurate

PRIVACY - I **understand** that this application and my details will be publicly available via *the Government Information (Public Access) Act 2009* and that the information provided in this application will enable it to be assessed by the Council and any relevant state agency.

Applicant Name (printed)	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3: Owner's Consent

As the owner(s) of the above property, I/We give consent to this application and all inspections required by Council

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation Name <input type="text"/>	ABN/ACN <input type="text"/>
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Address

CONTACT – Home/ Mobile/ Email:

Tick to confirm

PRIVACY - I understand that this application and my details will be publicly available via the Government Information (Public Access) Act 2009 and that the information provided in this application will enable it to be assessed by the Council and any relevant state agency

Registered Owner 1 Name (printed) <input type="text"/>	Position (If Strata or Business related) <input type="text"/>
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Signature <input type="text"/>	Date <input type="text"/>
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Registered Owner 2 Name (printed) <input type="text"/>	Position (If Strata or Business related) <input type="text"/>
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Signature <input type="text"/>	Date <input type="text"/>
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Registered Owner 3 Name (printed) <input type="text"/>	Position (If Strata or Business related) <input type="text"/>
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Signature <input type="text"/>	Date <input type="text"/>	Strata Seal <input type="text"/>
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Note: All owners **must** sign except for strata buildings where the owners corporation consent is also required. Section 108 of the *Strata Schemes Management Act* allows for changes to common property if the owners corporation has passed a special resolution authorising the works. The applicant must ensure that the owners corporation has given valid consent. The applicant should seek a copy of the minutes/resolution of a general meeting authorising the change to common property or letter on strata management letter head stating the requirements of the *Strata Schemes Management Act 2015* have been met.

Part 4: Application Particulars

Is the application for the whole or part of the building?

Whole  please provide a description of all structures you want the BIC to cover in the box below

Part  please provide a description of which structures you want the BIC to cover in the box below

Floor area (m²) of whole or part of the building where the Building Information Certificate is required (as applicable)

Details for Access

Name

Contact Details

Other Access Instructions

Part 5: Unauthorised Works

Unauthorised building work: (complete this section if making application for Council to issue a Building Information Certificate on the unauthorised works).

Application will not be accepted or refused where all required information is not provided.

Are the works currently subject to compliance investigation by Council?

If **yes**, please provide the Council Officer's name and/or reference number:

(a) Has development consent been granted for the works undertaken?

If Yes, provide:

DA/ CDC number:

Date granted:

(b) When was the work carried out? Date:

(c) What is the market or contract value of the work undertaken?

\$

(d) Has modified consent been issued for the development?

If yes, Provide MA/s96 number:

Date granted:

(e) Is there a construction certificate issued?

If yes, provide the details: CC number:

Date:

Submission Details (Information that supports the application for a Building Information Certificate)

If the work is unauthorised:

- Details of the person responsible for undertaking the works.

Name/ Business

Contact

- A detailed description of the work:

- An ID survey plan of the site prepared by a registered surveyor after the subject works have been undertaken. Applications that require a registered site survey include: *Any work not confined within the footprint of the existing building, or which involves erection or demolition of building or fabric on or the outer wall of the existing curtilage of the property or building walls/envelope. Any Building Information Certificate dealing with any new building/structure (other than works confined to existing footprint/floor plan of the building.)*

Survey Certificate No:

Survey Date:

Original Survey Report Sighted By:

- Plans and elevations prepared by a suitably qualified architect or designer showing the building works as executed.
- Provide a comprehensive BCA report from an Accredited Certifier or a suitably qualified Building Surveyor, which assesses the building/building part against the *DTS* provisions of the current *NCC – BCA* and all relevant Australian Standards.
- Relevant Structural Engineers report which certifies the structural adequacy of the building works
- A Statement of Environmental Effects (SEE) addressing Council's codes and policies. [ie. Local Environment Plan 2015 (SSCLEP2015), Development Control Plan 2015(SSDCP2015)]

Part 6: Fees

Tick the applicable boxes below:

Fees are set under the *Environmental Planning & Assessment Regulation 2000* section 260.

Fee for Class 2-9 Buildings is based on the total floor area, floor area details are required in **Part 4** of this form

- Class 1 Building (single dwellings) or a Class 10 building (non-habitable outbuildings) \$ 250
- Other structures <200m² floor area \$ 250
- Other structures floor area between 200 – 2000m²
plus additional \$0.50 per square metre over 200m² \$ 250 plus
- Other structures >2000m²
plus additional \$0.075 per square metre over 2000m² \$1,165 plus
- Each **additional inspection** required before issuing a BIC \$ 90
- Unauthorised work** may incur additional application fees, Customer Service will calculate at submission stage. Alternatively, contact Customer Service on 9710 0333 for a quote prior to lodgement. Any quotes are to accompany this application form

The additional fee as a result of unauthorised work within the scope of this application, is payable under the provisions of the *Environmental Planning & Assessment Regulation 2000*, clause 260, subclause 3A & 3B. Fee is equal to the fee then payable for a Development Application and/or Construction Certificate for the works.

DA & CC Fee

CC Fee Only

Part 7: Application Checklist

Checklist to be completed by the Applicant and included with the application submission

Note: This application will not be accepted or refused where all required information is provided

(Tick the boxes under Applicant)

All Applications

Completed Application Form
(including **one** electronic copy of **all** documentation
in accordance with Council's electronic lodgement requirements.)

Application Fee

ID Survey and Survey Plan

Owners Consent provided (Part 3 or separate document)

NOTE: Residential Buildings

Smoke Alarms are required, if not already installed

Unauthorised Work see Part 5

Additional fees for unauthorised work (see Part 6)

Value of the work

Detailed Description of the work

ID Survey and Survey Plan incorporating work carried out

Site, floor and elevation plans
Including any site/ work specific plans such as
landscape, site analysis, stormwater, subdivision plans.

Bushfire Assessment report

For class 2-9 Buildings a copy of Fire Safety Schedule
listing Essential Fire Safety Measures,

For class 2-9 Buildings a copy of all Fire Safety Certificates
for any new Fire Safety Measures

BCA report from an Accredited Certifier or a suitably qualified
Building Surveyor against the *DTS* provisions of the current
NCC – BCA and all relevant Australian Standards

Structural Engineers report certifying the
structural adequacy of the building works.

Statement of Environmental Effects

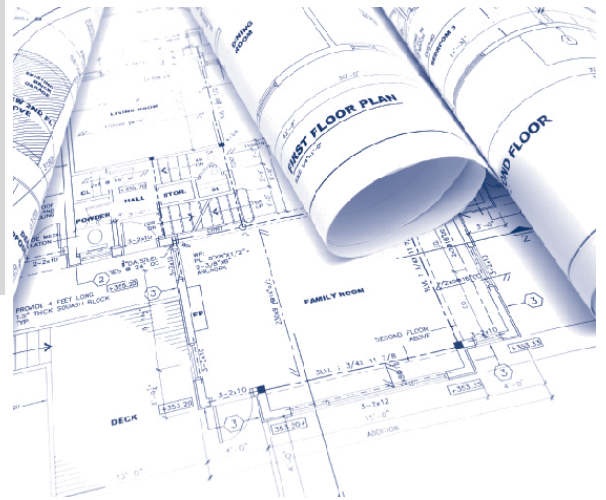
Any other details:

	Applicant			Office Use - CSO / DEO		
	Yes	No	N/A	Yes	No	N/A
Completed Application Form (including one electronic copy of all documentation in accordance with Council's electronic lodgement requirements.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID Survey and Survey Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owners Consent provided (Part 3 or separate document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Residential Buildings Smoke Alarms are required, if not already installed						
<u>Unauthorised Work</u> see Part 5						
Additional fees for unauthorised work (see Part 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value of the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Description of the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID Survey and Survey Plan incorporating work carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site, floor and elevation plans Including any site/ work specific plans such as landscape, site analysis, stormwater, subdivision plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bushfire Assessment report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For class 2-9 Buildings a copy of Fire Safety Schedule listing Essential Fire Safety Measures,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For class 2-9 Buildings a copy of all Fire Safety Certificates for any new Fire Safety Measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCA report from an Accredited Certifier or a suitably qualified Building Surveyor against the <i>DTS</i> provisions of the current <i>NCC – BCA</i> and all relevant Australian Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineers report certifying the structural adequacy of the building works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Environmental Effects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRONIC LODGEMENT of DOCUMENTS/ FILES to COUNCIL

The application form must be in paper copy. One paper copy of all plans and one paper copy of the Statement of Environmental Effects is also required in order to assist assessment of the application on site.

Electronic documents must be exact reproductions of the original paper copy documents or plans.



FORMAT

All information must be provided in PDF format on a CD/DVD/USB. The CD/DVD/USB will become the property of Sutherland Shire Council.

The PDF files must be viewable in Adobe Acrobat.

Security settings must not be applied to electronic documents, **this includes no passwords.**

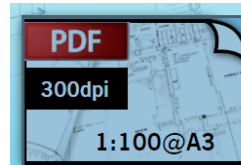
The only exception is 3D models. These must be in the format .skp

PLANS

Plans must be to scale, rotated to landscape and provided in PDF format. It is preferred that plans be converted electronically rather than printed and scanned.

The following requirements must be met-

- The scale should be clearly displayed on all plan sheets as:
- Showing a scale eg 1:100 and separately state the original sheet size eg A3; or
- Showing scale as 1:100@A3
- Black and white plans are to be at a resolution 300dpi whether they are A4 or A1 etc
- Coloured plans may be at a lower resolution.
- Plans and drawings each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document).



For site plans 1:200 is acceptable where necessary to fit to a page

of

OTHER DOCUMENTS

Must be A4 formatted and optimised for minimum size (online publishing). Files larger than 5Mb should be broken up into logical parts and supplied as separate files, eg a Statement of Environmental Effects may need to be split into separate sections for larger applications.

MULTI-PAGE DOCUMENTS

Multiple paged documents should be provided as a single complete document and not as single images. Multiple paged documents must contain bookmarks to indicate the relevant sections of the document.

IMAGES

Photos / photomontages are to be provided as JPEG (.jpg) images or in PDF format.

WEB PUBLISHING

For "Track-It" online.

Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.