

BUILDING INFORMATION CERTIFICATE (BIC) - CHECKLIST

This checklist must be completed by the BIC Applicant and included with the application submitted to Sutherland Shire Council.

NOTE - The BIC application may not be accepted or could be refused unless all required information is provided to Council's satisfaction. More information may be required subject to a detailed assessment of the BIC application.

ALL APPLICATIONS

- ☐ **Completed Application Checklist** - Including one electronic copy of all documentation in accordance with Council's electronic lodgment policy.
- ☐ **Identification (ID) Survey** – By a registered Land Surveyor showing all structures applied for as they presently exist relative to the lot boundaries. Survey must include all setback measurements and relevant AHD floor levels.
- ☐ **Signed Owner's Consent document** – Strata Buildings have additional requirements and therefore the Strata Seal must also be provided with the owner's consent document.
- ☐ **ALL Residential Buildings are required to be fitted with Smoke Alarms.** Compliant Smoke Alarms must be installed within the building by a qualified Electrician if they have not already been fitted.

APPLICATIONS INCLUDING UNAUTHORISED WORKS

Building Code of Australia (BCA) Class 1 and Class 10 buildings

- ☐ **An accurate breakdown on the total cost of and reason for the unauthorised works** - including all materials, labour, and professional fees. Please provide the reason for the BIC application i.e., no DA or not in accordance with a DA, CC, or CDC, missed inspection etc.
- ☐ **AS-BUILT Statement of Environmental Effects (SEE)** – Must include a detailed description of the unauthorised works. The statement must demonstrate how the unauthorised works satisfy all relevant Development Standards and Development Controls specified under the SSLEP and the SSDCP. Advice should be obtained from a qualified Town Planner in that regard. Statements relating to DA's or MA's will not be accepted.
- ☐ **Compliance Certificate Pursuant to Part 6, Division 6.2, Clause 6.4 (e) of the *Environmental Planning and Assessment Act*** – The Compliance Certificate must be issued by either an *Accredited Certifier* or the *Principal Certifier* (when permitted) and shall confirm that both the design and the completed building work subject to the BIC application, complies with the current NCC BCA and all relevant Australian Standards.

- ☐ **Suitably scaled AS-BUILT site plan and elevations for external works ~ Suitably scaled AS-BUILT floor plans and sections for internal works** – Including work specific plans such as structural, landscape, site analysis, stormwater, subdivision plans and the like. All references to proposed works or other application types must be removed & replaced with references to a BIC application for “**AS-BUILT**” works. **All unauthorised works must be clearly highlighted in colour.** Plans from previous/other applications will not be accepted unless suitably amended to satisfy these requirements.
- ☐ **Structural Engineers’ Certificate** - Certifying the structural adequacy of the AS-BUILT unauthorised building works, in accordance with the requirements of the NCC BCA and all relevant Australian Standards.
- ☐ **An NCC BCA Report from a Registered Certifier** - The unauthorised works must be assessed against the current NCC BCA & all relevant Australian Standards. This report is required in cases where extensive unauthorised alterations or additions have been carried out and or where critical stage inspections have been missed, as determined by Council.
- ☐ **AS-BUILT Bushfire Assessment Report by a BPAD Level 2 or Level 3 (as applicable) Bushfire and Planning Design Practitioner** – The report must assess the AS-BUILT unauthorised works being applied for under the BIC application, when constructed on Bushfire Prone Land.
- ☐ **Marine Habitat Survey and Hydrographic Survey** – For Aquatic Structures where sea grasses/mangroves/salt marshes exist in the subject area, to indicate whether the AS-BUILT unauthorised structure meets useable water requirements.
- ☐ **Certificate of Compliance (CoC) for Plumbing and Drainage Work** - For building works that include any addition to, or modification of the existing plumbing and drainage system associated with a building (includes stormwater drainage).
- ☐ **Certificate of Compliance Electrical Work (CCEW)** – For building works that include any addition to, or modification of the existing electrical system associated with a building.
- ☐ **Waterproofing Certificate** – From a suitably licensed *Building Practitioner* for all building works involving the application of either an internal and or an external waterproofing membrane system to a building.

APPLICATIONS INCLUDING UNAUTHORISED WORKS

Building Code of Australia (BCA) Class 2 to Class 9 buildings

- ☐ **An accurate breakdown on the total cost of and reason for the unauthorised works** - including all materials, labour, and professional fees. Please provide the reason for the BIC application i.e., no DA or not in accordance with a DA, CC, or CDC, missed inspection etc.
- ☐ **AS-BUILT Statement of Environmental Effects (SEE)** – Must include a detailed description of the unauthorised works. The statement must demonstrate how the unauthorised works satisfy all relevant Development Standards and Development Controls specified under the SSLEP and the SSDCP. Advice should be obtained from a qualified Town Planner in that regard. Statements relating to DA’s or MA’s will not be accepted.

- ☐ **Compliance Certificate Pursuant to Part 6, Division 6.2, Clause 6.4 (e) of the *Environmental Planning and Assessment Act*** – The Compliance Certificate must be issued by either an *Accredited Certifier* or the *Principal Certifier* (when permitted) and shall confirm that both the design and the completed building work subject to the BIC application, complies with the current NCC BCA and all relevant Australian Standards.
- ☐ **Design Compliance Declaration Pursuant to Part 1, Section 8, Clause (1) of the *Design and Building Practitioners Act and Regulation*** – The Design Compliance Declaration must be issued by a *registered design practitioner* and shall confirm:
 - (a) whether or not a regulated design prepared for the subject building work complies with the requirements of the Building Code of Australia,
 - (b) whether or not the design complies with other applicable requirements prescribed by the regulations for the purposes of this subsection,
 - (c) whether or not other standards, codes or requirements have been applied in preparing the design,
 - (d) any other matter prescribed by the regulations
- ☐ **Principal Compliance Declaration Pursuant to Part 1, Section 8, Clause (2) of the *Design and Building Practitioners Act and Regulation*** – The Principal Compliance Declaration must be issued by a *registered principal design practitioner* and shall confirm:
 - (a) whether or not a design compliance declaration has been provided in accordance with this Act for each regulated design prepared for the building work,
 - (b) whether or not each design compliance declaration has been provided by a registered design practitioner whose registration authorises the practitioner to provide a declaration as to the matters to which the declaration relates,
 - (c) any other matter prescribed by the regulations.
- ☐ **Building Compliance Declaration Pursuant to Part 1, Section 8, Clause (3) of the *Design and Building Practitioners Act and Regulation*** – The Building Compliance Declaration must be issued by a *registered building practitioner* and shall confirm:
 - (a) whether or not the building work complies with the requirements of the Building Code of Australia,
 - (b) whether or not the building work complies with other applicable requirements prescribed by the regulations for the purposes of this subsection,
 - (c) if the building work does not comply with the requirements referred to in paragraph (a) or (b), the steps required to be taken to ensure compliance,
 - (d) for a regulated design used for the building work, whether or not the design was prepared by a registered design practitioner and the building work was built in accordance with the design,
 - (e) whether or not a design compliance declaration has been obtained in relation to regulated designs used for the building work,
 - (f) whether or not a registered principal design practitioner was appointed in relation to the building work,

- (g) whether or not a principal compliance declaration was obtained in relation to the regulated designs and design compliance declarations relating to the building work,
- (h) any other matter prescribed by the regulations.

- ☐ **Suitably scaled AS-BUILT site plan and elevations for external works ~ Suitably scaled AS-BUILT floor plans and sections for internal works** – Including work specific plans such as structural, landscape, site analysis, stormwater, subdivision plans and the like. All references to proposed works or other application types must be removed & replaced with references to a BIC application for “**AS-BUILT**” works. **All unauthorised works must be clearly highlighted in colour.** Plans from previous/other applications will not be accepted unless suitably amended to satisfy these requirements.
- ☐ **Structural Engineers’ Certificate** - Certifying the structural adequacy of the AS-BUILT unauthorised building works, in accordance with the requirements of the NCC BCA and all relevant Australian Standards.
- ☐ **An NCC BCA Report from a Registered Certifier** - The unauthorised works must be assessed against the current NCC BCA & all relevant Australian Standards. This report is required in cases where extensive unauthorised alterations or additions have been carried out or where critical stage inspections have been missed, as determined by Council.
- ☐ **Certificate of Compliance (CoC) for Plumbing and Drainage Work** - For building works that include any addition to or modification of the existing Plumbing and Drainage system within a building.
- ☐ **Certificate of Compliance Electrical Work (CCEW)** – For building works that include any addition to or modification of the existing Electrical system within a building.
- ☐ **Waterproofing Certificate** – From a suitably licensed *Building Practitioner* for all building works involving the application of either an internal and or an external waterproofing membrane system to a building.

OTHER RELATED MATTERS

- Where applicable, BIC applications containing **Unauthorised Development** are referred to Councils Fire Safety Unit and Compliance Units for separate investigation, which may result in Council issuing penalty notices and or undertaking enforcement action.
- Council does not provide timeframes for BIC applications relating to unauthorised development, given many factors can affect the duration of Councils BIC assessment process.
- Additional unauthorised development **MUST NOT** be carried out in conjunction with the BIC application. All relevant Planning Approvals (DA, CC, CDC) for proposed future works (including but not limited to BCA upgrades and the like), must be obtained prior to any such building work being carried out.
- A Building Information Certificate is not a form of Planning Approval and is not a substitute for an Occupation Certificate.