

# Building Information Certificate (BIC) Application Checklist

This checklist must be completed by the BIC Applicant and included with the application submitted to Sutherland 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	Applicant to tick			Office use only		
	YES	NO		YES	NO	
<b>Completed Application Checklist</b> - Including one electronic copy of all documentation in accordance with Councils electronic lodgement policy.						
<b>Identification (ID) Survey</b> – including all structures applied for as they presently exist, relative to the lot boundaries.						
<b>Signed Owners Consent Document</b> – Strata Buildings have additional requirements and the Strata Seal may be required.						
<b>NOTE: 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.</b>						
Applications Including Unauthorised Works	YES	NO	N/A	YES	NO	N/A
<b>An accurate breakdown of the total cost of the unauthorised works</b> - including materials, labour and professional fees.						
<b>Statement of Environmental Effects</b> – Including a detailed description of; the unauthorised works, potential amenity impacts, how the works address the Development Standards and Development Controls under the SSLEP and SSDCP.						
<b>Site plan and elevations for external works - Floor plans and sections for internal works</b> – including site/work specific plans such as landscape, site analysis, stormwater, subdivision plans etc. where applicable.						
<b>Structural Engineers Certificate</b> - certifying the structural adequacy of the unauthorised building works, in accordance with the requirements of the NCC BCA and all relevant Australian Standards.						
<b>BCA Report from an Accredited Certifier or a suitably qualified Building Surveyor.</b> Unauthorised works must be measured against the current NCC BCA & all relevant Australian Standards – applicable to <u>all</u> BCA Class 2-9 buildings & also in cases where extensive unauthorised alterations or additions have been carried out/critical stage inspections missed, to BCA Class 1 & 10 buildings.						
<b>A Fire Safety Schedule listing Essential Fire Safety Measures</b> – applicable to BCA Class 2-9 Buildings only.						
<b>Fire Safety Certificates for all newly installed or modified Fire Safety Measures</b> – applicable to BCA Class 2-9 Buildings only.						
<b>Bushfire Assessment Report by a BPAD accredited bushfire consultant</b> – for works carried out in Bushfire Prone Land only.						
<b>Marine Habitat Survey and Hydrographic Survey</b> – For Aquatic Structures where sea grasses/mangroves/salt marshes exist in the subject area, to indicate whether the unauthorised structure meets useable water requirements.						
<b>Certificate of Compliance Electrical Work (CCEW)</b> – For works that include any addition to or modification of the existing Electrical system within a building.						
<b>Certificate of Compliance (CoC) for Plumbing and Drainage Work</b> - For works that include any addition to or modification of the existing Plumbing and Drainage system within a building.						
<b>Waterproofing Certificate</b> – for all works involving the application of either an internal and or an external waterproofing membrane system to a building.						