

Application for a Building Information Certificate

made under the *Environmental Planning and Assessment Act 1979* Division 6.7

A1. Applicant

Surname/s	<input type="text"/>	Given Name/s	<input type="text"/>
OR			
Company/ Organisation	<input type="text"/>	ABN	<input type="text"/>
Postal Address	<input type="text"/>	Reference	<input type="text"/>
Contact No.	<input type="text"/>	Email	<input type="text"/>

The applicant is:

- The owner of the land on which the building is erected; or
- Any other person with the consent of the owner of the land; or
- The purchaser under a contract for the sale of property, that comprises or includes the building or part, or by the purchaser's Australian legal practitioner or agent; or
- A public authority that has notified the owner of its intention to apply for the certificate.

A2. Owner's Consent

As the owner/s of the subject land, I/we give consent to the lodgement of this application and to an authorised officer of Council to enter the premises for the purposes of inspecting work relevant to this application.

Name/s ALL owners	<input type="text"/>		
Company (provide name & title of signatory)	<input type="text"/>		
Signature/s ALL owners	<input type="text"/>		
For access contact	<input type="text"/>	Telephone	<input type="text"/>

A3. Particulars of Building

Type of Building eg. dwelling/units/commercial	<input type="text"/>			
Description of part (if applicable)	<input type="text"/>			
Floor Area (m ²)	<input type="text"/>	Whole/Part	<input type="text"/>	
Does this building information certificate relate to unauthorised work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Application for a Building Information Certificate

A4. Land Description

Lot Number	<input type="text"/>	Section	<input type="text"/>	DP/NPP/SP	<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"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Unit/Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb/Town	<input type="text"/>				

A5. Supporting Information Required

A statement describing the circumstances that generated the need for a Building Information Certificate

- Site Plans
- Survey Site Plan with Contours from a Registered Surveyor with specific site levels in the location of the proposed works depicting property boundaries. If your property falls within a rural zoning please call Council to see if this survey is necessary. However, any works within 1.5m of a residential boundary or 10m of a rural boundary or a structure on sloping land will require a site survey upfront.
- Building Plans (Floor Plans and Elevations)
- Photos of unauthorised works
- An estimate of cost of the works in question from a suitably qualified person

A6. Information that may be Required After Preliminary Assessment & Inspection

1. Certification verifying compliance with the relevant requirements of the Building Code of Australia (BCA) and Australian Standards (AS):
 - a) Structural works for a structural engineer
 - b) Termite control and protection by a licensed pest controller
 - c) Plumbing and drainage works by a licensed plumber/drainer
 - d) Installation of glazing by a licensed builder
 - e) Waterproofing of wet areas by an accredited waterproofer
 - f) Fire safety works for a fire engineer or registered building surveyor
 - g) Condition of trees by an arborist
 - h) Onsite slip test reports of the stair nosings by a slip test consultant
 - i) Electrical works by a licensed electrician
2. Details and plans of the method of storm water disposal
3. Certification and works and executed plan by a Hydraulic Engineer
4. Details and plans of the mechanical ventilation system and certification by a Mechanical Engineer
5. A report from a Geotechnical Engineer regarding the stability of the site and surrounding areas
6. A report from an Acoustic Engineer in relation to the sound transmission of the floor/walls and Part F5 of the BCA

Application for a Building Information Certificate

7. A report from a registered Building Surveyor or appropriately qualified bushfire consultant in relation to the building's construction to withstand bushfires and satisfy AS 3959
8. A report from a consultant specialising in access for people with disabilities concerning facilities and access to the building in relation to Part D3 of the BCA and the Premises Standard under the *Disability Discrimination Act 1992* (Cth)
9. A preliminary site investigation report from a suitability qualified consultant to potentially contaminated land in accordance with the 'Guidelines for Consultants Reporting on Contaminated Sites' issued by the NSW Environmental Protection Authority.

A7. Payment of Application

Once your application has been lodged, you will receive a Tax Invoice(s) via email. Please indicate how you wish to pay.

- ePayment Use Council's online portal to pay your rates, water and sundry debtor notices and application invoices:
<https://eproperty.tweed.nsw.gov.au/>
- In Person Visit us at Brett Street, Tweed Heads or Tumbulgum Road Murwillumbah during office hours. Council accepts payments by cash, cheque, money order, EFTPOS, Visa and Mastercard.
- By Mail Please make cheques payable to Tweed Shire Council, crossed 'not negotiable' and mail to Tweed Shire Council, PO Box 816, Murwillumbah NSW 2484. Do not send cash through the mail.

NOTE! A surcharge applies to payment via credit card.

A8. Privacy and Personal Information Protection Notice

I declare that all the information in this application is true and correct.

Some information requested by Council for this application constitutes personal information under the *Privacy and Personal Information Protection Act 1998* (NSW).

Purpose of Collection: For Council to carry out lodgement of the application.

Intended Recipients: Council staff, Government agencies

Supply: Voluntary, Council may not be able to accept your application if information is not provided.

Right of Access / Correction: Contact Council (02) 6670 2400 or email tsc@tweed.nsw.gov.au

Storage Details: Tweed Shire Council, 10-14 Tumbulgum Road, Murwillumbah NSW 2484

Applicants Name

Date

Application for a Building Information Certificate

Fee Schedule

Building Type

Single Dwelling	\$250.00	
Dual Occupancy	\$250.00	per unit (attached or detached)
Additional Inspection of Building before Issuing Building Certificate	\$90.00	

All Other Buildings

Not exceeding 200 square metres	\$250.00	
Exceeding 200 square metres but not exceeding 2,000 square metres	\$250.00	plus an additional 50 cents per square metre for each square metre over 200
Exceeding 2,000 square metres	\$1,165.00	plus an additional 7.5 cents per square metres for each square metre over 2,000
Information will be emailed and posted. When both are required a fee will apply	\$17.00	

NOTE!

Additional fees may be charged in accordance with Clause 260 of the EP&A Regulations 2000 for unauthorised work.

NOTES:

- 1 Please allow up to **10 working days** for application to be progressed, for example first inspection booked or further information letter sent out. Length of time to issue the Certificate varies.