

# Application for Building Certificate

*Environmental Planning and Assessment Act 1979, Section 149D(1)*

To complete the form, please place a cross in the boxes  and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

## 1. Details of the applicant

The Applicant is (please tick ✓) –

- the owner of the building or the owner's solicitor, architect or agent;
- The purchaser under a contract for sale of property which comprises or includes the building or part or the purchasers solicitor or agent;
- A public authority which has, before making this application served a copy of the application on the owner;
- A lawful occupier of Crown lands which comprise or includes the building or part, being a person to whom, the lands are lawfully contracted to be sold; or
- A person with the consent in writing of the owner of the building or part, or the owners solicitor or agent.

Mr  Ms  Mrs  Dr  Other

First name

Family name



Flat/street no.

Street name



Suburb or town

State

Postcode




Daytime telephone

Fax

Mobile




## 2. Owner Details and Consent (only if applicant is not the owner)

**The owner(s) of the land to be certified must sign the application.**

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

Mr  Ms  Mrs  Dr  Other

First name

Family name



Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

## 2. Owner Details and Consent Con't (only if applicant is not the owner)

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Date

## 3. Details of the land

Flat/street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP/MPS no.

Volume/folio

If the land is Crown land:

Lease no.

Type of holding

## 4. Access to buildings

Contact Person

Phone No

Please ensure that access to the buildings is readily available upon request. Please note any special requirements for access.

## 5. Certificate requirements

Type of Building(s):.....Whole/Part:.....

Floor area of building(s) or part:.....

Details of previous Council Approvals (see note 2).....

### REQUIRED ATTACHMENTS

1. Applicants must attach a current survey report prepared by a registered surveyor indicating location of dwelling and other improvements on the land.
2. Council may require the following additional information where insufficient information is available on Council records;
  - Copies of building plans and specifications.
  - Installation certificates from pest controllers, glaziers, plumbers, electricians or builders.
  - Services diagrams for sewerage drains, stormwater, water supply or on-site systems.
  - Certification of a practising structural engineer.

## 6. Applicant Signature

**The applicant, or the applicant's agent, must sign the application.**

Signature

In what capacity are you signing if you are not the applicant

Name, if you are not the applicant

Date

## OFFICE USE ONLY

Payment Amount

Receipt Number:

Payment Date:

Assessment Number:

Date of inspection

Inspection Officer:

Building Class:

Information/Comments:

