



Building Information Certificate Application

CAB-001

Your reference no.: _____

Our reference no.: _____

Advice to Applicant

- This application is made under the Environmental Planning and Assessment Act 1979
- Please complete this form in ink using BLOCK LETTERS
- Application fee must accompany application – refer to Schedule of Fees and Charges for details
- An incomplete application may result in deferral of your application
- For application or lodgement advice please contact Council's Environmental Services Department on 02 63923247 (9:00am – 11:00am Monday to Friday)

REASON FOR BUILDING INFORMATION CERTIFICATE LODGEMENT

- Unauthorised Building Works (See Note 1)**
 Description of Works _____ Value of Works _____
 OR
 Other: eg. Sale of Property Etc. (See Note 2)

Particulars: (please tick)

- Dwelling Only
 All Building on the Land
 Other eg. Commercial
 Part of Building. Description of part: _____

IDENTIFICATION OF BUILDING

Building Class: (2a to 9b Only)
 Gross Floor Area _____ M²

For Schedule of Fees and explanation of Building Classes 1 & 10, please see reverse side of form.

PROPERTY DETAILS

You must complete all details in this section.

Street Address _____

Suburb _____

Nearest Cross Street _____

Lot No. _____

Section _____

DP _____

APPLICANT'S DETAILS

If the applicant is a company, the ABN number and company seal must be provided.

Mr Mrs Ms Other _____

Name _____

ABN No. _____

Postal Address _____

Suburb _____

Post Code _____

Phone _____

Fax _____

Mobile _____

Email Address _____

Applicant's Signature _____

Date _____

CONTACT FOR ACCESS TO INSPECT

Name _____

Phone _____

THE APPLICANT IS (please select)

- a) the owner of the building/part of a building or any other person having the owner's consent to make application;
- b) the purchaser under a contract for the sale of the property, that comprises or includes the building or part, or the purchaser's solicitor or agent;
- c) A public authority that has notified the owner of its intention to apply for the certificate.

CONSENT OF OWNER

Note: Signed consent is not required if the applicant has selected either (a) or (b) from the options listed above.

I/ We _____ of _____

Being the owner/s consent to the lodgment of this application.

Signatures of ALL Owners:

Date:

Note: If the owner is a company or Owners Corporation, its common seal must be stamped over the signature/s otherwise the Managing Director must sign and clearly indicate A.C.N _____

APPLICATIONS FOR BUILDING INFORMATION CERTIFICATE

Note 1: The following items must be provided to make an application for a Building Information Certificate for unauthorised works:

1. A certified copy of a Survey Report from a registered surveyor indicating the location of the unauthorised works relative to the property boundaries (if required)
2. Fees relative to the application are to be paid as set out below:-

Fees:

Section 149 of the Environmental Planning & Assessment Act, 1979 provides that the maximum fee to be imposed is the standard lodgment fee of \$250.00 plus an additional fee that is calculated from the cost of the building works that would be equivalent to the maximum fee of a combined development application / construction certificate. (Please contact Council for the calculation of fees).

Note 2: The following matters must be provided to make an application for a Building Information Certificate.

1. A certified copy of a Survey Report is to accompany the application
2. Fees relative to the application are to be paid as set out under the Environmental Planning & Assessment Regulation, these provisions are set out below:-

Fees:

For the purpose of Section 149B (2) of the Act, The approved fee to accompany an application for a Building Information Certificate in relation to the whole or part of the building is:-

- (1) In the case of a Class 1 building and/ or a Class 10 building: \$250.00 (see below for definition of Class 1 & 10 buildings).

Class 1 one or more buildings, which in association constitute –

- (a) **Class 1a-** a dwelling, villa or townhouse
- (b) **Class 1b-** a guest house, hostel or boarding house for up to 12 persons.

Class 10 a non-habitable building or structure –

- (a) **Class 10a-** a garage, carport shed or the like.
- (b) **Class 10b-** a fence, retaining wall, swimming pool or the like.

- (2) In the case of any other type of building as follows -

Floor Area of Building or Part	Fee
Not Exceeding 200 squares metres	\$250.00
Exceeding 200 square metres but not Exceeding 2000 square metres	\$250.00 plus additional 42 cents per square metre over 200
Exceeding 2,000 square metres	\$966.00 plus additional 6.3 cents per square metre for each square over 2,000

Privacy Information: The details provided in this form may contain information that is personal information, which identifies you etc., for the purposes of the Privacy and Personal Information Protection Act. The purpose of collecting this information is to enable the Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons where such access is in accordance with the relevant regulations and requirements in this regard. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. The information will ultimately be stored in Council's records system.

HOW TO LODGE THIS APPLICATION

Courier or in person: Cabonne Council
(opening hours: 900am – 500pm Monday to Friday)
99-101 Bank Street, Molong

Mail: PO Box 17, MOLONG, NSW, 2866

ABN: 41992 919 200

How to contact us: Phone: (02) 6392 3200
Fax : (02) 6392 3260
Council@cabonne.nsw.gov.au
www.cabonne.nsw.gov.au