



Application for a Building Information Certificate

Environmental Planning and Assessment Act 1979, Division 6.7

Guidance

This application form is to be lodged with two copies of a current survey certificate and current fees.

1. Application Type

<input type="checkbox"/> Information only	<input type="checkbox"/> Unauthorised building works	Estimated Cost of Construction	\$ <input type="text"/>
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2. Applicant Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Title Given Name/s Family Name

Organisation Name / Company Name (if applicable)

Address

Preferred contact number

Email

Applicant signature:

Date:

3. Owner's Consent

An application for a building certificate may be made:

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

Owner's signature:

Date:

Owner Name

Owner's signature:

Date:

Owner Name

4. Identification of Building

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Lot No

Section No (if applicable)

DP

Address

Side of Street

Nearest Cross Street

Type of Building

Classification

Whole / Part

Description of Part (if applicable)

Survey Prepared By:

Parish:

5. Fees and Charges

For a listing of applicable fees to accompany this application please refer to Council's Schedule of Fees & Charges which can be downloaded [here](#)

6. Important Information

Public Access to Information

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website. Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Privacy

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information, please see our Privacy Management plan on our website www.shellharbour.nsw.gov.au. Information leaflets are also available at all offices and libraries.

Lodgement Details

You can lodge the completed application and contract by:

Email: council@shellharbour.nsw.gov.au
In person: Council's Civic Centre at 76 Cygnet Avenue, Shellharbour City Centre

7. Building Surveyor's Recommendation

Is any additional information required (eg building plans, survey reports and certificates)? Yes / No

Is a Town Planning comment required? Yes / No

Comment:

- Issue certificate
- Issue certificate with letter, re _____
- Defer certificate
- Refuse certificate and serve order, re _____

Building Surveyor _____ Date _____

OFFICE USE ONLY

App No _____ Property No _____ Zoning _____

Association BA's, DA's, CDC's, BC's _____

Fees Paid _____ Date Paid _____ Receipt _____