

Application for a Building Information Certificate

Environmental Planning and Assessment Act 1979, Division 6.7

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your request. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

Under the *Government Information (Public Access) Act 2009* and *Environmental Planning and Assessment Act 1979* Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

Section 1: Application Type		
Information only	Unauthorised building works	Estimated cost of construction \$

Section 2: Applicant Details		
Title:	Given Name:	Family Name:
Organisation (if applicable):		
Street Address:		Suburb:
Post Code:		Phone Number:
Email address:		
Applicant Signature:		Date:

Section 3: Owners Consent		
An application for a building information certificate can be made by: <ol style="list-style-type: none"> the owner of the land on which the building is erected, any other person with the consent of the owner of that land, the purchaser under a contract for the sale of property that comprises or includes the building, or the purchaser's Australian legal practitioner or agent, a public authority that has notified the owner of that land of its intention to apply for the certificate. 		
Owner Name:	Position:	Signature:
Owner Name:	Position:	Signature:
Owner Name:	Position:	Signature:

Section 4: Identification of Building		
Lot:	Section (if applicable):	DP/SP:
Address:		
Side of Street (N/S/E/W):		Nearest Cross Street:
Type of Building:		BCA Classification:
Whole/Part:		Description of part (if applicable):
Survey Prepared By:		Parish: Terragong/Jamberoo/Calderwood

Section 5: Fees and Charges

For a listing of applicable fees to accompany this application please refer to Council's schedule of [Fees & Charges](#). If you would like an estimate of fees you can request a fee estimate [here](#).

Section 6: Lodgement Details

You must lodge this application along with your survey report and any other supporting documents through the [NSW Planning Portal](#).

If you need assistance with using the portal please call the Applications Team on 4221 6111.

Section 7: Building Surveyor's Recommendation (office use only)

Is any additional information required (e.g. building plans, survey reports or certificates)?	
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Is a Town Planning referral required?:	
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Comment:	
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Issue certificate:	
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Issue certificate with letter, re:	
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Defer certificate:	
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Refuse certificate and issue order, re:	
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Building Surveyor:	Date:
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Section 8: Office Use Only

Application Number:	Property Number:	Zoning:
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Associated Applications (DA/BA/CC/CDC/BC):
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Fees Paid:	Date Paid:
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Receipt Number:	Portal Reference Number:
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