

Planning and Environment Division
PO Box 81
DUBBO NSW 2830
☎ 02 6801 4000
Fax: 02 6801 4259
Email: council@dubbo.nsw.gov.au
ABN 53 539 070 928



BC No:
Parcel No:
Related files:

BUILDING INFORMATION CERTIFICATE APPLICATION FORM

Section 6.23, Environmental Planning and Assessment Act, 1979

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning and Assessment Act and in accordance with such Act and the Local Government Act is required to be contained in a Public Register of issued Building Certificates to which the public has right of access. This personal information may also be obtained by any person under the circumstances prescribed by s149G of the EP&AA. Enquiries may be directed to Council's Public Officer concerning the PPIP Act, Council's Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

PROPERTY ADDRESS:

.....
(Street No) (Street Name) (City/Town/Village)

Lot No: DP/SP: Section No:

Owner/s:

(Note: A recent Survey and Survey Report by a registered surveyor MUST accompany this application. See overleaf for additional information.)

PARTICULARS OF THE BUILDING THE SUBJECT OF THIS APPLICATION:

Identification of the Building – You must specify **EACH** building to which this application relates:

(Note: A Building Certificate pertains only to a building. It does not relate to an allotment or other attribute associated with a premises.)

.....
.....

Please specify whether the application is in respect of the whole or part of the building(s) described above. If part, describe the part:

.....

Floor area of subject building(s)/part (if not a single, residential dwelling): m²

APPLICANT: Daytime phone:

Postal address:

..... Postcode:

Applicant reference (if applicable): Fax No:

ACCESS ARRANGEMENTS:

It is the applicant's responsibility to ensure that access for Council officers to inspect the subject building(s) has been arranged. An additional fee may be charged for subsequent inspections if access is not available at the first inspection.

.....
.....

Note: If there are tenants in the property, you will need to notify them of the pending inspection. Council officers can be refused entry by a tenant if prior notification has not been provided.

APPLICANT AUTHORITY:

I hereby apply for a Building Certificate in relation to the building(s) as described above.

Signature: Date:

OWNER CONSENT: As owner of the above building, I/we consent to this application.

.....

Signature of Owner/s Date

.....

Signature of Owner/s Date

Consent of the owner of the building is required unless the applicant is a person described below.

OWNER CONSENT - When is it required?

The consent of the owner of the building (or part of the building) in writing is necessary unless the applicant is a person referred to in paragraph (A), (B) or (C) below.

The applicant is either:

- (A) The owner of the building or part; or
- (B) The purchaser under a contract for sale of property that comprises or includes the building or part, or the purchaser's solicitor or agent; or
- (C) A public authority that has notified the owner of its intention to apply for the certificate.

SUPPLY OF ADDITIONAL INFORMATION - What may be requested

Council may require the applicant to supply it with such information (including building plans, specifications, survey reports and certificates) as may reasonably be necessary to enable the proper determination of the application (s149C). The need for such additional information would usually be only able to be determined following inspection of the subject building(s).

A Survey Certificate and Report is required to be submitted in order to correctly identify the land the building relates to; that the subject building is, in fact, erected upon the correct land; the existence and location of any easements over the land in relation to the building; the clearances of the subject building from the allotment boundaries and whether it encroaches onto other land including land under the control of Council; and identify the buildings that are stated on the application form.

If there has been no material change in relation to the building since the date of an earlier Survey Certificate and Report, Council may accept the submission of the earlier Survey Certificate/Report in lieu of a new Survey being undertaken, provided that following inspection of the subject building, Council is satisfied that no material change has occurred and the matters outlined in the previous paragraph can still be ascertained from the earlier Survey Certificate/Report and appear still to be applicable. Any Survey Certificate /Report submitted must be legible.

BUILDING CERTIFICATE APPLICATION FEES 2017-2018 (GST Exempt)

(Prescribed under the Environmental Planning & Assessment Regulation, 2000)

Class 1 or 10 building (includes flat units – per unit)	\$250.00 for each dwelling contained in the building
For any class of building that consists only of a wall or does not have a floor area	\$250.00
Any other class of building:	
- Not exceeding 200 m ²	\$250.00
- Exceeding 200 m ² but not exceeding 2,000 m ² :	
Base fee	\$250.00
Plus per m ² over 200 m ²	\$0.50
- Exceeding 2,000 m ² :	
Base fee	\$1,165.00
Plus per m ² over 2,000 m ²	\$0.075
Copy of Building Certificate (s149G(3))	\$13.00
Subsequent re-inspection or additional inspection	\$90.00

FOR OFFICE USE ONLY

Is a survey required? Yes No Advised by: (Council Officer)

Fees: \$ Receipt No: Date: Cashier:

Fees: \$ Receipt No: Date: Cashier:

Acknowledgement of application given on: