



BUILDING INFORMATION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 (Division 6.7)

Disclaimer: The information provided by you on this form will be used by the City of Parramatta Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property, Applicant & Owner Details

1. Property details

Address	unit:	house:
	street:	
	suburb:	postcode:
Lot/DP/SP	lot:	DP/SP :
Property access contact	name	phone:

2. Applicant details

Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address	suburb:	postcode:
	home phone:	office phone:
Contact details	mobile	fax :
	email:	date:

Note: Applicant is required to sign the last page of this application.

3. Applicant's authority

Please tick (✓)	<input type="checkbox"/>	public authority	<input type="checkbox"/>	under contract
	<input type="checkbox"/>	owner (see below)	<input type="checkbox"/>	with owner's consent (see below)

4. Owner's details

Full name/company and contact person	family name (or company):	
	full given names:	
Street Number/Name		
	suburb:	postcode:
Contact details	home phone:	mobile:
	office phone:	fax:
	email:	

Note: Signatures of all registered are required on the last page of this application.

OFFICE USE ONLY

Reference:	<input type="text" value="BC/"/>	Accepted by:	<input type="text"/>	Fee:	<input type="text" value="\$"/>
Date:	<input type="text"/>	Receipt #:	<input type="text"/>	Urgency Fee:	<input type="text" value="\$"/>



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PART 2 - Building Details

5. Building description

Description of building (ie house, office, shed etc)

Certificate required for whole building yes no

Certificate required for part of building yes no

Please tick (✓)

If you ticked "part of building" above, please describe the part requiring certification under this application

Floor area of building:

If **unauthorised work** has been carried out, please advise:

Estimated cost of works: \$

Date works were completed:

Type of work:

Has a Development Application/Complying Development Certificate been approved for the unauthorised works? yes no

PART 3 - Application Fees

6. Building Certificate fees

Please tick (✓)

Dwelling fees \$250.00 per dwelling in the building

Other types of buildings (Class 2 - 9 of the BCA)

- 1. Where the floor area of the building or part does not exceed 200 m².
\$250.00
- 2. Where the floor area of a building or part is between 200 - 2000 m².
\$301.30 plus an additional \$0.50 per m² over 200 m².
- 3. When the floor area of a building or part exceeds 2000 m²
\$1165.00 plus an additional \$0.075 cents per m² over 2000 m²
- 4. for part of a building that does not have a floor area (e.g. external wall)
\$250.00

Additional fees Please see next page regarding additional fees



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PART 3 - continued- Additional Fees Payable

Additional Inspection Fee: **\$90** (If Council is required to carry out more than one inspection of building)
 Additional copies of Building Certificates: **\$13**
 Urgency fee: (this is only applicable for Sale of Property and not unauthorised building works). **\$100** (for inspection to be carried out within 24 hours of lodgement)

Note: If the work is unauthorised, an Additional Unauthorised Building Works fee applies. This fee will be determined by the Building Surveyor and is equal to the fee payable for a combined DA/CC for the subject unauthorised structure(s). In this instance, you will receive a letter from the Assessing Officer advising you of any applicable outstanding fees.

PART 4 - Accompanying Documentation Checklist

Building Certificate for Sale of Property Only

Document	Notes	Copies required	Applicant (✓)
Registered Survey Plan	Prepared by registered surveyor indicating all structures and setbacks as of the date of application	1	
Supporting Documents	As requested	1	

Unauthorised Building Works – All Applications - Generally

Document	Notes	Copies required	Applicant (✓)
Plans	Full drawings of the building (1:100 scale/1:200) <ul style="list-style-type: none"> • Site plan • Registered Survey Report • Floor plan depicting unauthorised work • Elevations and sections • A4 size notification plans • Works as executed stormwater/drainage plans • Sydney Water stamped plans • Certificate of title and Associated dealings 	1	
Installation certificates relating to essential fire safety measures	Details of proposed and existing fire safety measures as required by the Building Code of Australia (BCA), including certification.	1	
BCA Report	<ul style="list-style-type: none"> • Report outlining compliance with current BCA 	1	
Installation certificates relating to structural elements, stormwater, health and amenity (please note, other certification may be requested)	<ul style="list-style-type: none"> • Structural engineers report • Pest management AS3660 • Wet area waterproofing • Electrical certification of integral energy • Glazing certification for safety glass • Smoke detector certification • Other certification maybe requested 	1	
Statement of Environmental Effects	Full description of the proposal and assessment against relevant LEP and DCP requirements, including a compliance report/table	1	
Energy and sustainability performance certificate	To be sourced from www.basix.nsw.gov.au	1	
Annual Fire Safety Statement	Class 2-9 buildings only	1	



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PART 5 - Digital requirements

7 Digital requirements

To assist Council in record keeping and processing your application all documentation (including written documents) are required in a digital format i.e. USB stick, CD-ROM, DVD-ROM.

File format requirements:

One PDF file should contain all plans and drawings (excluding internal residential floor plans)
i.e. survey plan, etc in the same single file.



Each additional accompanying document requires a separate PDF file e.g. application form, etc. each in separate files.



Files named as follows: **Document Type - Property Address**

File name requirements:

Application Form - 126 Church Street Parramatta.pdf
Registered Survey Plan - 126 Church Street Parramatta.pdf
Supporting Documents - 126 Church Street Parramatta.pdf



For the full list of mandatory naming conventions see:

http://www.parracity.nsw.gov.au/build/odging_a_development_application/preparing_and_odging_a_da

My USB/CD/DVD contains files which are named correctly and their content exactly matches hardcopies submitted with this application:

yes

no

PART 6- Applicant Declaration

8. Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.

yes

no

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Applicant's signature

date:



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PART 7 - Privacy & Personal Information Protection Notice

Purpose of collection: Council is collecting your personal information in order to enable Council to assess and determine your application.

Intended recipients: The intended recipient of the information is City of Parramatta Council.

Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to meet its Statutory requirements.

Access/Correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150.

PART 8 - Owner's Consent

9. Owner consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes no

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

If the owner is a company, this form **must be** signed by 2 directors or a director and a company secretary (unless it has a sole director) . If there is no common seal, a company letterhead is acceptable. Alternatively a copy of the company's ASIC registration can be accepted in lieu of the common seal or company letterhead.

If the property is a unit under strata title or a lot in a community title and approval is sought for work on or over common property, then the common seal of the body corporate must be stamped on this form and signed by the chairman or secretary of the Body Corporate.

Owner's name(s)

Owner's signature(s) date:

date:

date:

date:

City of Parramatta Council
126 Church St, Parramatta 2150
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