



# BUILDING CERTIFICATE APPLICATION

Division 6.7 Building Information Certificates of the Environmental Planning and Assessment Act 1979.

Disclaimer: The information provided by you on this form will be used by 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

<b>1. Property details</b> Address	unit:	house:
	street:	
Lot/DP/SP	suburb:	postcode:
	lot:	DP/SP :
Property access contact	name	phone:

<b>2. Applicant details</b> Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address	suburb:	postcode:
Contact details	home phone:	office phone:
	mobile	fax :
	email:	date:
	<b>Note:</b> Applicant is required to sign the last page of this application.	

<b>3. Applicant's authority</b>	<input type="checkbox"/> public authority	<input type="checkbox"/> under contract
Please tick (✓)	<input type="checkbox"/> owner (see below)	<input type="checkbox"/> with owner's consent (see below)

<b>4. Owner's details</b> Full name/company and contact person	family name (or company):	
	full given names:	
Street Number/Name		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone:	fax:
	email:	
	<b>Note:</b> Signatures of all registered are required on the last page of this application. Without the signatures of all registered owners Council cannot accept this application.	

<b>OFFICE USE ONLY</b>			
Reference:	<input type="text" value="BC/"/>	Accepted by:	<input type="text"/>
Date:	<input type="text"/>	Receipt #:	<input type="text"/>
		Fee:	<input type="text" value="\$"/>
		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)

Please tick (✓)

Certificate required for whole building      yes       no

Certificate required for part of building      yes       no

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 one (✓)

Class 1 Buildings (not exceeding 150m2)  
\$500.00

Class 1 Buildings (exceeding 150m2)  
\$600.00

Class 2-9 Buildings (not exceeding 200m2)  
\$600.00

Class 2-9 Buildings (200-2,000m2)  
\$600.00 Plus \$1.00 per sq mtr over 200 sq mtrs

Class 2-9 Buildings (greater than 2,000m2)  
\$2000.00 Plus additional \$1.00 per sq mtr over 2000 sq mtrs

Class 10 Buildings  
\$500.00

Additional fees

Please see next page regarding additional fees



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## PART 3 continued- Additional Fees Payable

Additional Inspection Fee:	<b>\$100</b> (If Council is required to carry out more than one inspection of building)
Additional copies of Building Certificates:	<b>\$15.80</b>
Urgency fee:	<b>\$240.50</b> (inspection 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"> <li>• Site plan</li> <li>• Registered Survey Report</li> <li>• Floor plan depicting unauthorised work</li> <li>• Elevations and sections</li> <li>• A4 size notification plans</li> <li>• Works as executed stormwater/drainage plans</li> <li>• Sydney Water stamped plans</li> <li>• Shadow diagram/profiles</li> </ul>	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"> <li>• Report outlining compliance with current BCA</li> </ul>	1	
Installation certificates relating to structural elements, stormwater, health and amenity (please note, other certification may be requested)	<ul style="list-style-type: none"> <li>• Structural engineers report</li> <li>• Pest management AS3660</li> <li>• Wet area waterproofing</li> <li>• Electrical certification of integral energy</li> <li>• Glazing certification for safety glass</li> <li>• Smoke detector certification</li> <li>• Other certification maybe requested</li> </ul>	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 <a href="http://www.basix.nsw.gov.au">www.basix.nsw.gov.au</a>	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.



File name requirements:

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

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/ldging\\_a\\_development\\_application/preparing\\_and\\_ldging\\_a\\_da](http://www.parracity.nsw.gov.au/build/ldging_a_development_application/preparing_and_ldging_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 - 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 signature(s)

	date:
	date:
	date:
	date:

City of Parramatta Council  
PHIVE Building - 5 Parramatta  
Sq Parramatta NSW 2150

Telephone: 02 9806 5050