



Part 1.0 – Property details

Full Address	
Lot DP/SP	

Part 1.1 – Applicant details

Full name or company name	
Company contact person (if applicable)	
Postal address	
Email address	
Phone number	

Access for inspection - contact details

Name			
Phone number			
Applicants' authority Please tick one	<input type="checkbox"/>	Public authority	<input type="checkbox"/>
	<input type="checkbox"/>	Owner (see below)	<input type="checkbox"/>
			Under contract
			With owner's consent (see below)

Part 1.2 – Owners details

All owners full name or company name	
Contact number	
Email address	

Note: 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

Part 2 – Building details

Building description Please tick one	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Industrial
	<input type="checkbox"/>	Other – provide details				
Certificate required for Please tick one	<input type="checkbox"/>	Whole building	<input type="checkbox"/>	Part of building		
Describe the unauthorised work that requires to be reviewed under this application						
What is the estimated cost of work for the unauthorised work?				What is the estimated date the works were completed?		

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
@cityofparramatta | PO Box 32, Parramatta, NSW 2124
ABN 49 907 174 773 | cityofparramatta.nsw.gov.au



Part 3 – Accompanying documentation checklist

Building Certificate for Sale of Property Only.

Document	Notes	Applicant
Identification Survey Plan & Report	Prepared by registered NSW Land Surveyor indicating all structures and setbacks represented of current site.	
Supporting Documents	As requested	

Unauthorised Building Works – All Applications - Generally

Document	Notes	Applicant
Plans *Plans to clearly show the extent of the authorised works.	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 	
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.	
NCC Report by a registered Building Surveyor/Certifier	Report outlining compliance with current NCC	
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 	
Final Fire Safety Certificate	Required for Class 2-9 buildings only. Upon request for Class 10 buildings.	
Sydney Water Tap-in	Required for all structures to determine impact on Sydney Water Assets. Apply: Sydney Water Tap in	

Part 4 – Application fees & lodgment.

Application fees are charged as per our Fees & Charges [Section 2.1 Building Certificates – EP&A REG CL 260](#)

Note: Additional Fee maybe be charged as determined in accordance with subclause (3B). Council will advise of these fees during the preliminary assessment review stage.

All applications must be submitted via NSW Planning Portal - <https://www.planningportal.nsw.gov.au/>

Applications will not be accepted any other way.

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Part 5 – 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
Applicant's signature		Date		

Part 6 – Owner's consent

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

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 related 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	
Owner's signature(s)		Date	
Owner's signature(s)		Date	
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Privacy and 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 02 9806 5050.

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