

BUILDING INFORMATION CERTIFICATE APPLICATION

(Environmental Planning & Assessment Act 1979 Section 6.23)

Office use only

BC Application Number : /

About this form

The following information must be completed for the request of a Building Information Certificate. A Building Information Certificate may apply to the whole or part of a building and is valid for seven years. A Building Information Certificate is usually sought by buyers or sellers of a property to make sure that the particular building (or part of a building) is not going to be the subject of regulatory action by the Council. It is also commonly applied for when work is undertaken without the appropriate approvals being issued by the Council or accredited certifier.

Fees

Please refer to Councils Pricing Policy and Fees and Charges as available on Councils website.

Property description

House / unit no.	Lot:	Section:	DP / SP:
Street:			
Suburb:			
Property type:	<input type="checkbox"/> Residential property	<input type="checkbox"/> Commercial / industrial property	

Description of building

If it is difficult to describe what you wish Council to assess, it is suggested that you attach a highlighted site/ floor plan.

- Whole of property
or
 Part of property
(provide description) _____
- Other structure/s
(provide description) _____
- Unauthorised work/s
(provide description) _____
- Cost of work/s
(unauthorised work/s) _____
- Floor Area _____ m² (for commercial, industrial buildings and unauthorised works)

Site access

Please provide details of contact person available to arrange access to the property.

For access to the property, Council requires a contact person who can be contacted between 8.30am and 4.30pm, Monday to Friday. Please note that persons meeting Council officers on site or permitting access must be at least 18 years of age.

Name (please print)

Mobile

Home/work

Owners details and consent

Please note that :

- i. This section must be signed by the owners of the land. If more than one owner, each owner must provide their details and signature.
 - ii. For a company, each director of the company must provide their signature.
 - iii. For applications for a property including the common property in a strata plan, the owners corporation (or other appropriate person) must consent to application or a stamp is to be provided.
 - iv. If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence: (eg Power of Attorney, Executor, Trustee, Company Director)
- As owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officer (s) or agents to enter the land to carry out inspections for any building or part of buildings.

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other
Given Name/s:		
Surname:		
Address:		
	Postcode:	Postcode:
Contact details:	Home: <input type="text"/>	Mobile: <input type="text"/>
	Work: <input type="text"/>	Fax: <input type="text"/>
Signature:		

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other
Given Name/s:		
Surname:		
Address:		
	Postcode:	Postcode:
Contact details:	Home: <input type="text"/>	Mobile: <input type="text"/>
	Work: <input type="text"/>	Fax: <input type="text"/>
Signature:		

Applicants details and consent

To qualify for the issue of a Building Certificate the applicant must be one of the following people:

- Owner - of the land which the building is erected on. (Identification must be provided); or
- Purchaser - under contract of sale of property. (Copy of front page of contract is to be provided); or
- Solicitor or Agent; or
- Any other person - with the consent of the owner of that land. Written consent signed by the owner is required; or
- A public authority - with the consent of the owner of that land. Written consent signed by the owner is required.

Council will post all correspondence and the determination to applicants address. Should these details change, it's imperative that Council be informed.

Declaration

In submitting this application I acknowledge that:

1. Fairfield City Council will respond to this request for a Building Certificate based upon the information provided.
1. I declare that all the information provided is true and correct. I also understand that if this application is incomplete, the application may be delayed or rejected, and that additional information or fees may be requested if required.
2. I have attached hereto an original/ certified copy of an original up to date survey report of the building/s or part as described above together with the prescribed fee (see reverse).
3. I do understand that information provided on this form and associated documents received, becomes open access information under the Government Information (Public Access) Act 2009.

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Name:		
Company (if applicable):		
Address:		
	Postcode:	
Contact details:	Home:	Mobile:
	Work:	Fax:
E-mail:		
Signature:	Date:	

Fairfield City Council Use Only

Receipting information :

Building Certificate Fee (Code 462)	\$	Receipt No:	Date:
Urgency Fee - Zone 2(a) & Residential A only) (Code 41)	\$	Receipt No:	Date:
Re-inspection Fee (Code 44)	\$	Receipt No:	Date:
Unauthorised Works Fee (Code 44)	\$	Receipt No:	Date:

Application processed by
(Customer Service Officer) _____
(name / date)