



Building Information Certificate

Application Lodgement Checklist

Required Information for Lodgement – General	N/A	Applicant Check	Officer Check
Completed Building Information Application Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment of Application Building Information Certificate Fees <i>Note: If illegal building works additional DA/CC fees will apply</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Survey Report <i>Prepared by a registered surveyor and detailing the structure subject of application in relation to site boundaries and other structures on the site</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set of Plans – 1 copy provided (A3 Size) (Scale 1:200) <i>Outline proposed subject of Building Information Certificate</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For works constructed without prior approval, as a guide, the following additional information may be required			
NOTE: additional information may be required during assessment process			
Plans - Plans shall be to the standard required for lodgement of DA/CC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statement of Environmental Effects - SEE shall demonstrate compliance with all of the relevant LEP and DCP controls for the structure of the property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Estimate of costs of the works - Based on the Rawlinson Construction Cost Guide 2018	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evidence of payment of Long Service Levy – estimated cost of works exceeding \$25,000	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BASIX Certificate – Applicable to dwellings, residential construction works exceeding \$50,000 or swimming pools which exceed 40,000 litres	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Structural Engineering Certification – Prepared by an Accredited Structural Engineer and is to certify the structure is structurally adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance (Home Owners Warranty or Owner Builders Permit) <i>With clarification of builder's details who carried out the work</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bushfire Report (if property located within a bushfire prone area) <i>Report shall detail required Bushfire Attack Level applicable and confirm if structure complies or detail upgrading works required</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Copy of Approval to operate system of on-site sewage management <i>Required if works involved new/alteration to existing on-site disposal system &/or where works increased the amount of bedrooms for a residence</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Component certificates (where applicable) – examples below <ul style="list-style-type: none"> Smoke alarm installation certificate from the installation licensed electrician, certifying compliance with AS3786 & BCA Certification of installation for the waterproofing membrane certifying compliance with AS3740 Certification from the plumber that the stormwater lines comply with AS3500.3 & BCA – accompanied by a drainage diagram Termite management system installation certificate 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For works that include a swimming pool or swim spa			
Evidence of registration on NSW Swimming Pool Register	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evidence of Swimming Pool Barrier Compliance Certificate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property subject to enforcement action - discussions with Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development Officer Name	Signature	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	