



# BUILDING CERTIFICATE APPLICATION

Under Form 16 of the Environmental Planning and Assessment Act 1979 Section 149D

Office Use Only

APP. No: \_\_\_\_\_ File No: \_\_\_\_\_

## What is a Building Certificate?

A building Certificate certifies that:

- By virtue of anything existing or occurring before the date of issue of certificate
- Within 7 years after that date by virtue of the deterioration of the building due to fair wear and tear, Council will not;
- Make certain demolition or repair orders in relation to the building
- Take proceedings for an order or injunction requiring the demolition, alteration, addition or rebuilding of or to the building
- Take proceedings in relation to any encroachment by the building onto land vested in or under the control of the Council.

## SECTION A. Property Details

Street Address

Suburb

Post Code

Lot

DP

## SECTION B. What type of building is it?

- Dwelling     
  Outbuilding     
  Factory  
 Shop     
  Office     
  Other (please specify) .....

## SECTION C. What Building/s or Parts of a Building/s does this application relate to?

- Whole building  
 Only part of the building. (specify building and the applicable part. Ensure the area is fully defined. (Attach a plan if necessary).  
 Specify building/s or parts/ .....

Total floor area for which the certificate will be issued?.....m<sup>2</sup>

**SECTION D. Unauthorised works / Enforcement Action.**

Is this application the subject of enforcement action by Council?  Yes  No

Is the subject building or part unauthorised works (ie there is no existing approval in place for the Building or part)  Yes  No

**SECTION E. Who is responsible for providing Council access to the property?**

Name

Phone Number

**SECTION F. Which documents have you supplied?**

- A current identification survey of the property. If there is evidence that no material change has occurred in relation to the building since a survey certificate a more recent survey certificate will not be required.
- Building site and floor plans
- Other (please specify).....

**SECTION G. Details of the Applicant**

**Eligible applicants (please select applicable)**

- a)  Owner of the land on which the building is erected.
- b)  Any other person having the owner's consent (copy must be attached) or Section H
- c)  A purchaser under contract for the sale of the property.
- d)  The purchaser's solicitor or agent.
- e)  A public authority that has notified the owner of its intentions to apply for the certificate.

Title  Mr  Mrs  Miss  Ms  Other.....

Family name (or company)

Street Address

Suburb

Postcode

Business Phone

Mobile Phone

Email (compulsory)

**Applicant Declaration –**

I apply for a Building Certificate for the building referred to in this application. I declare that all the information given is true and correct.

Signed (Applicant)

Date

**SECTION H. Owner’s Consent (required if applicant is person nominated at Section G(b))**

(required unless the applicant is the owner/ purchaser/ purchasers solicitor/public authority)

As owner(s) of the land to which this application relates, I/we consent to this application.

Please provide name, address and phone number:

Owner A

Signature A

Date

Owner B

Signature B

Date

**SECTION I. Information Delivery Options**

Mailed

Left at Camden Council for  
Collection

Emailed to:

**SECTION J. Conflicts of Interest**

Are parties with pecuniary or non-pecuniary interest:

- a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of The Council of Camden? Or,
- b) A State or Federal Member of Parliament?

Yes. If yes, state the relationship .....

No

## How to Lodge this Application

<p>Application can be lodged either:</p> <ol style="list-style-type: none"> <li>1. In person at the Customer Service counter at <b>70 Central Avenue, Oran Park</b>. We are open for business 8:30am to 5:00pm, Mondays to Fridays (excluding public holidays).</li> <li>2. By mail – PO Box 183 Camden NSW 2570.</li> <li>3. Document exchange: DX 25807 Camden NSW 2570</li> </ol> <p><b>Fees</b></p> <p>Fee quotes can be obtained by visiting council's website, <a href="http://www.camden.nsw.gov.au/">http://www.camden.nsw.gov.au/</a> or by contacting council on (02) 4654 7777.</p>	<p><b>Payment methods</b></p> <p>You can pay by cash, credit card or cheque. Make cheques payable to "Camden Council". Do not send cash in the mail</p> <p><b>Acknowledgment</b></p> <p>We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid and the registered number of the application.</p> <p><b>How to contact us</b></p> <p>Phone: (02) 4654 7777</p> <p>Fax: (02) 4654 7829</p> <p>E-mail: <a href="mailto:mail@camden.nsw.gov.au">mail@camden.nsw.gov.au</a></p>
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## SECTION K. Payment Details

*Office Use Only*

	Account No.	Fee	Date	Receipt
<b>Fee Details</b>				

### Credit Card Authorisation

These details will be destroyed once payment is processed.

Type of Credit Card (please tick)       MasterCard       Visa Card

Expiry Date: \_\_\_ / \_\_\_      **Merchant Service Fee .65%**

Account Number:

Name on Card

Cardholder's Signature      Date