



Building Information Certificate Application

Under the Environmental Planning and Assessment Act 1979 Section 6.23

Office Use only

Application Number

Receipt Number

Receipt Date

Account No

Type Code

Receipt Type

Customer Service Officer

What is a Building Information Certificate?

A Building Information Certificate (BIC) certifies that:

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

However, a BIC does not operate to prevent Council from making a fire safety order or a building products rectification order (within the meaning of the *Building Products (Safety) Act 2017*).

Part 1 – Property Details

Street Address

Suburb

Post Code

Lot Number

DP Number

Part 2 – What type of building is it?

Dwelling

Outbuilding

Factory

Shop

Office

Other (please specify)

Part 3 – 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: m²

Part 4 - Unauthorised Works / Enforcement Action.

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

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

Was the unlawful building works undertaken within the last 24 months? Yes No

Who undertook the unlawful building works?

Name:

Phone Number:

Address:

Part 5 – Who is responsible for providing Council access to the property?

Name

Phone Number

Part 6 – Which documents have you supplied?

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

Part 7 – Details of Applicant

Eligible applicants (please tick applicable)

- a) Owner of the land on which the building is erected. (if more than one owner, additional owners to sign Part 8)
- b) Any other person having the owner's consent (copy must be attached) or Part 8
- c) A purchaser under contract for the sale of the property. (copy of contract must be attached)
- d) The purchaser's solicitor or agent. (clarification of authority to act to be attached)
- e) A public authority that has notified the owner of its intentions to apply for the certificate.

Title:

Mr

Mrs

Miss

Ms

Other

Full Name (or company)

Street Address

Suburb

Postcode

Business Phone Number

Mobile Number

Email

Applicant Declaration

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

Signed (Applicant)

Date

Part 8 – Owner's Consent (required if applicant is person nominated at Part 7 (b))

(Required unless the applicant is the owner/ purchaser/ purchaser's solicitor/public authority).

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

NOTE: If a company owns the site, the owners consent must be provided from either two directors or a director and a company secretary. If the company is a proprietary company that has a sole director, that sole director must provide owners consent.

Please provide name, address and phone number:

Name (Owner A)

Phone Number

Address

Signature (Owner A)

Date

Name (Owner B)

Phone Number

Address

Signature (Owner B)

Date

Part 9 – Information Delivery Options

Email to:

Part 10 – Conflict 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

Part 11 – Payment Method (Please tick preference)

- Over the phone** - a member of our Customer Relations Team will call you to take your credit card payment when processing your application/request.

Payment name and contact:

Name

Phone Number

- Via Mail** – Please attach cheque or money order to your mailed in application/request. If emailing your application/request, payment over the phone is preferred to avoid unnecessary delays, alternatively, pay in person as per below.

- In Person** – to make payment in person attend one of Council's Customer Service Hubs at:

- Camden Council (main office) – 70 Central Avenue, Oran Park
- Camden Library
- Narellan Library

Payment methods include cash, cheque, money order, EFTPOS and credit cards

Note: All credit card transactions have a .77% Merchant Service Fee applicable

Part 12 - How to Lodge this Application

Application can be lodged either:

1. In person at the Customer Service counter at **70 Central Avenue, Oran Park**. We are open for business 8:30am to 5:00pm, Mondays to Fridays (excluding public holidays).

2. By mail: PO Box 183
Camden NSW 2570.

3. By email: mail@camden.nsw.gov.au

Fees

Fee quotes can be obtained by visiting council's website, <http://www.camden.nsw.gov.au/> or by contacting Council on (02) 4654 7777.

Payment Methods

You can pay by cash, credit card or cheque.

Make cheques payable to "Camden Council".

Do not send cash in the mail

Acknowledgement

We will acknowledge that we have received application. You will receive a receipt specifying the amount of fees paid and the registered number of the application.

How to contact us

Phone: (02) 4654 7777

Fax: (02) 4654 7829

Email: mail@camden.nsw.gov.au



Building Information Certificate

Application Lodgement Checklist

Required Information for Lodgement – General	N/A	Applicant Check	Officer Check
Completed Building Information Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of Application Building Information Certificate Fees <i>Note: If illegal building works additional DA/CC fees will apply</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set of Plans – 1 copy provided (A3 Size) (Scale 1:200) <i>Outline proposed subject of Building Information Certificate</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimate of costs of the works - Based on the Rawlinson Construction Cost Guide 2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of payment of Long Service Levy – estimated cost of works exceeding \$25,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BASIX Certificate – Applicable to dwellings, residential construction works exceeding \$50,000 or swimming pools which exceed 40,000 litres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineering Certification – Prepared by an Accredited Structural Engineer and is to certify the structure is structurally adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance (Home Owners Warranty or Owner Builders Permit) <i>With clarification of builder's details who carried out the work</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For works that include a swimming pool or swim spa			
Evidence of registration on NSW Swimming Pool Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Swimming Pool Barrier Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property subject to enforcement action - discussions with Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Officer Name	Signature	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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 Email: mail@camden.nsw.gov.au Website: www.camden.nsw.gov.au