

BUILDING INFORMATION CERTIFICATE APPLICATION

DIVISION 6.7, ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

WHAT YOU'LL NEED

The application must be accompanied by an up-to-date Survey Certificate, other documents listed on page 2 (additional minimum requirements for unauthorised work including plans, reports and certification) and the relevant application fee.

SUBJECT PROPERTY

Street number

Street name

Suburb

Postcode

Lot number(s)

Strata/Deposited Plan Number(s)

CONTACT PERSON FOR REQUIRED INSPECTION

An inspection is required for the application. Please provide a contact name and phone number to arrange inspection.

Name(s)

Phone number

DESCRIPTION OF BUILDING

Details of the subject building or part of the building:.

.....● Each building or structure proposed to be included in the building information certificate must be clearly and separately identified e.g. dwelling and carport; detached studio; residential flat building, commercial/ industrial building; alterations/additions to existing dwelling etc.

Does the application relate to the whole or part of the building?

Description of the part of the building (if applicable)

Total floor area of the building or of building part

Does the application relate to or encompass any building work carried out without or not in accordance with, a development consent, complying development certificate or construction certificate? If so, please specify details? [Refer to Note 1 and Fee 4]

Does this application relate to current compliance action? If so, please specify DC reference number

Value of building works carried out without required consent/certificate \$

All correspondence relating to the application will be directed to the applicant. The applicant may be, but is not necessarily, the owner. The applicant's name will appear on the certificate.

Council will use this email for correspondence. This field is mandatory, please print clearly.

This must be completed to include details of ALL owners. If there are more than two owners please attach a separate authority. If the property is subject to strata or community title the application must have consent from the Body Corporate.

APPLICANT DETAILS

First name

Surname

Company name and ACN (if applicable)

Unit/House number

Street name

Suburb

Post code

Contact phone number

Email address

The applicant is:

a person, with the consent of the owner of the subject land, or the owner of the land on which the building is erected, or the purchaser under a contract for the sale of the property, which comprises or includes the building or part, or the purchaser's solicitor or agent; or a public authority which has notified the owner of its intention to apply for the certificate.

Signature of applicant

Date

OWNER OF THE LAND

To be completed if the applicant is NOT the owner of the land

Name(s)

Postal address

Suburb

Postcode

Phone number

Mobile

Owners Signature

Date

(or covering letter from the owner or proof of purchaser under contract for sale to be provided, if applicable)

ATTACHMENTS

(Please tick appropriate boxes)

Survey Certificate (up-to-date and original or certified copy)

Application fee

Works-as-executed architectural/structural engineering plans of the building

Structural engineering certificates

Construction Certificate

Occupation Certificate

Fire safety details/certificates

Swimming Pool Compliance Certificate

Consent of the owner or proof of purchaser under contract i.e. from purchasers Solicitor (if applicable)

Details of any unauthorised/non-complying works (including relevant plans, reports and certification)

Other documentation

NOTES

1. If the application relates to any building work carried out without the required approvals, or not in accordance with the development consent/Complying Development Certificate/Construction Certificate, written details of the works and how they differ from any approval, works as completed plans, structural engineering plans and certifications, must be included with the application.
2. Adequate details of the building are required by Council, to enable a full and proper evaluation of the application, which may include plans/specifications of the building, survey documentation, fire safety details, structural certification of the building, reports/details of compliance with the Building Code of Australia, structural certification of any awning or other structure located over a footway/public place and other relevant specialist reports or information.
3. Council may require specified rectification work, repairs or other works to be undertaken prior to determination and issue of a building information certificate.
4. If it is reasonably necessary to carry out more than one inspection of the building before issuing a building information certificate, the council will require the payment of an additional fee (not exceeding \$90.00) for the issue of the certificate.
5. This application does not relate to any barriers or fencing to a swimming pool and it does not constitute an application for a Swimming Pool Certificate of Compliance under the Swimming Pools Act 1992 (Act).
6. If the property contains a swimming pool or spa pool which is not subject to a current valid Swimming Pool Certificate of Compliance or Occupation Certificate, Council may carry out an inspection of the swimming pool barriers in accordance with Council's Swimming Pool Inspection Program, prior to the issue of a Building Information Certificate. Inspections of swimming pools are subject to payment of a separate fee in accordance with Council's Fees & Charges. For further information, visit Penrith Councils website www.penrithcity.nsw.gov.au

LODGEMENT

BY MAIL

PO BOX 60
Penrith NSW 2751 Australia

EMAIL

council@penrith.city

APPLICATION FEE

Application fees are in accordance with the appropriate prescribed fee. The Environmental Planning and Assessment Regulation 2000 currently specifies the following fees:

1. In the case of a Class 1 building (together with any Class 10 buildings on the site) or a Class 10 building - \$250.00 for each dwelling contained in the building or in any other building on the allotment.
2. In the case of any other class of building - as follows:

Floor area of building or part	Fee
Not exceeding 200m ²	\$250.00
Exceeding 200m ² but not exceeding 2000m ²	\$250.00 plus an additional 50 cents per m ² over 200m ²
Exceeding 2,000m ²	\$1,165.00 plus an additional 7.5 cents per m ² for each square metre over 2000m ²

3. In any case where the application relates to a part of building and that part consists of an external wall only or does not otherwise have a floor area - \$250.00.
4. An application which relates to unauthorised/ non-complying building work will incur an additional fee which is equivalent to Council's fees for a development application and construction certificate or a complying development certificate (as applicable) for the building work. Please provide Council with details of the value of the work carried out without the required consent/ certificate, date unauthorised works were carried out, and if the applicant for the certificate, or the person on whose behalf the application is made, is the person who erected the building or on whose behalf the building was erected. Contact Council to obtain details of the specific fee for development which is unauthorised or non-compliant with a development consent, complying development certificate or construction certificate.
5. If the fee specified in the Regulation differs from or exceeds the above-mentioned fees, the fee specified in the Regulation applies.

See Council's adopted fees and charges at penrith.city.
All fees subject to change

IMPORTANT

If you are emailing payment details, please include the Credit Card Authorisation Form as a separate attachment to your Application or any other information.

Please do not merge forms together.

PAYMENT METHOD

Application fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

PAYING BY CREDIT CARD?

Please complete the [Credit Card Authorisation Form](#) located in the list of [Downloadable Forms](#) and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

OFFICE USE ONLY

Required documentation submitted:

Application form
Survey

For unauthorised works:

Floor plan
Elevations

Fees applicable:

Application fee
Unauthorised works DA fee
Unauthorised works CC fee

BCA class:

Class 1+10
Class 2-9

Application Number:

BC accepted by:

Date:

BC created by:

Date:

Fee total \$:

Receipt Number:

CONTACT US

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PENRITH NSW 2750

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