



Locked Bag 22 (184 – 194 Bourke Street)
 GOULBURN NSW 2580
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Office use only	
Application No:	
Other App No.:	

APPLICATION FOR A BUILDING INFORMATION CERTIFICATE

Section 6.7 Environmental Planning & Assessment Act 1979

PART 1. LAND DETAILS

Street Number:	Street Name:	Suburb:
Lot:	Section:	DP/SP:
Current Use of the Land (e.g. Commercial, Residential):		

PART 2. APPLICANTS DETAILS

Application is Being Requested By: *Section 6.22 of the Environmental Planning & Assessment Act 1979.*

Owner of the land on which the building is erected; or

Any other person having the owner's consent (required to be attached to this application)

A purchaser under contract for the sale of the property
 The purchaser's solicitor or agent
 A public authority that has notified the owner of its intention to apply for the certificate.

Company Name (if applicable):	
Title:	Given Name/s: Family Name:
Phone:	Email Address:
Postal Address:	
Signature:	Date:

PART 3. ACCESS ARRANGEMENTS

Please Supply Contact Details for Inspection(s)	Contact Name:
Phone:	Email Address:
Access requirements for property inspection(s) by Council Officers? (e.g. construction key, gate locked, dangerous dog):	

PART 4. BUILDING DETAILS

Classification of Building (please tick)	<input type="checkbox"/> Class 1 (Dwelling) <input type="checkbox"/> Class 10 (Non-Habitable Structure) <input type="checkbox"/> Class 2-9 (Other Classification)
Is the Application for Whole or Part of the Building?	<input type="checkbox"/> Whole <input type="checkbox"/> Part
Description of Structure to be Inspected:	
Floor Area of the Whole Building or Part of Building to be Inspected (class 2-9 buildings only) in m ²	

PART 5. UNAUTHORISED WORKS

Is the Application for a Building Information Certificate for Unauthorised Works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you undertaken previous discussions with a Council Officer?	<input type="checkbox"/> Yes (if so, with whom?): <input type="checkbox"/> No	
Please Detail Unauthorised Works:		

PART 6. REQUIREMENTS FOR LODGEMENT

The Application must be accompanied by the following:

- Owner/s consent for land access. Note: A copy of an ASIC company extract is required to be submitted with the application where the land held in the ownership of a business.
- An original or certified copy of a current identification survey certificate (*Unless previously discussed with Council*)

Unauthorised Works must additionally include:

- Plan and/or photos of pre-existing works
- Plan and/or photos of unauthorised works

PART 7. ADDITIONAL REQUIREMENTS**Smoke Alarms**

Smoke alarms are required to be installed with Class 1a Dwelling on or near the ceiling in accordance with;

- a) Any storey containing bedrooms -
 - o Between each part of the dwelling containing bedrooms and the remainder of the dwelling; and
 - o Where bedrooms are served by a hallway, in that hallway; and
- b) Any other storey not containing bedrooms.
- c) Smoke alarms must comply with AS 3786.

For other buildings of classifications, Class 1b, Class 2, Class 3 and Class 4 please contact Council to discuss where smoke alarms are required to be installed.

Fees Payable

At the time of lodgement, Council will calculate application fees payable. Additional fees and documentation may be required prior to the release of the Building Information Certificate in accordance with *Section 260* of the *Environmental Planning and Assessment Regulation 2000*

Entry Onto the Land

By the submission of this application or by authorising its submission by another person/s it is assumed the owner is giving Authorised Council Officers approval for entry onto the premises. Should access be required, Council Officers may make contact with the person listed on this form, however access may be made in the owner/s absence.

PART 8. OFFICE USE ONLY

Type	Class	M ²	Fee
Dwelling (with Class 10 building onsite)	1 & 10		\$
Other Building (floor area <200m ²)	2 - 9		\$
Other Building (floor area 200m ² – 2,000m ²)	2 - 9		\$
Other Building (floor area >2,000m ²)	2 - 9		\$
Part Building			\$
Additional Inspection			\$
Copy of Building Certificate			\$
File Storage			\$
TOTAL AMOUNT			\$
Received by:	Date:	Receipt No.	

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