

Building Information Certificate Application

Environmental Planning and Assessment Act, 1979 (Division 6.7)

I apply for a Building Information Certificate under the provisions of the *Environmental Planning & Assessment Act, 1979* in relation to the whole/part of the building/s referred to in this application.

The applicant is:

- the owner** of the building/s or part or any other person having the owner's consent to make the application; or
 - the purchaser** under a contract for sale of property, which comprises or includes the building/s 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.
- I certify** that the information supplied with this application form is correct and accurate

Note: Pool Safety Barriers – A Building Information Certificate does not include pool safety fencing due to this being under the *Swimming Pools Act 1992*. Swimming Pool safety barriers require a separate application for a Certificate of Compliance under the *Swimming Pools Act 1992*.

Applicant Details					
Name/s (individual or company name in full)					
For companies, contact name					
Postal address					
Suburb		State		Postcode	
Contact phone number					
Mobile number					
Email address					
Applicant's reference number					
Property Details and Location					
Unit/House No.	Street	Suburb	Lot	Section	DP/SP
Side of Street:			Nearest Cross Street:		
Particulars of Building					
Type of building/s: Dwelling		Outbuilding	Factory	Shop/Office	Other
Whole/part	Full description and location of part (if applicable)				
Floor area/s of building/s or part					

Obtaining Access to Property

Contact:

Telephone:

Email:

Applicant Declaration

- I declare that all information submitted in this form and the attachments is accurate to the best of my knowledge

Applicant's Signature:

Applicant's Name:

Handwritten forms are required to be signed by all applicants.

Where the form is completed in the editable PDF, a scanned copy of applicants' signatures can be inserted. Where an electronic signature is inserted, applicants will be bound by that signature.

Dated:

Privacy Notification

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan.

The supply of information on this form is voluntary but it is required to process your application/request.

The Privacy Management Plan may be accessed on Council's website

<http://www.singleton.nsw.gov.au/index.aspx?nid=418>

If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 65787290.

How to lodge this application

1. All documents must be supplied as an electronic copy on a USB (when lodging in person or by mail) or email (council@singleton.nsw.gov.au) when lodging a Building Information Certificate Application (including all written reports/statements and plans).
2. You must include all information requested on this form, as it applies to your application. Incorrect or incomplete details may lead to delays in processing your application.
3. Please refer to Council's website for fees and charges information. Fees must be paid on lodgement or your application will not be accepted.
4. By submitting this application, you consent to Council's Authorised Officers to enter the land to carry out inspections for the purpose of assessing and determining this application.

Applications for all previously approved buildings must be accompanied by an Identification Survey and Survey Plan and Fee.

Contact Council's Customer Service Officers for further requirements for all unauthorised work.

