



## 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

Does this application seek to regularise unauthorised building work?

Yes

No

If yes, please consult Council's website for further information or contact Council's Customer Service Officers.

### 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](mailto: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 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.

