



# HUNTER'S HILL COUNCIL

## BUILDING CERTIFICATE

Issued under Section 149B *Environmental Planning and Assessment Act 1979*

**Use this form to apply for a Building Certificate. You can only make this application if you own or the agent acting for the owner. If you are purchasing the land, you must have the owner's written consent. You can use this form to obtain a Building Certificate for existing building/structures and for structures that have been erected without approval.**

### 1. APPLICANT

Mr  Mrs  Ms  Miss  Dr  Other

Family Name or Company \_\_\_\_\_

Given Names or ACN \_\_\_\_\_

Postal Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

### 2. LOCATION OF PROPERTY (Where the building work is to be carried out)

Unit No \_\_\_\_\_ House No \_\_\_\_\_

Street \_\_\_\_\_ Lot \_\_\_\_\_

Suburb \_\_\_\_\_ Section \_\_\_\_\_

Post Code \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_ DP/SP/Estate \_\_\_\_\_

### 3. CONSENT OF OWNER

Every owner of the land must sign this form. If the owner is a corporation, the form must be signed by the authorised director and the common seal must be stamped on this form. If the property is a unit under strata title or a lot in a community title, in addition to the owner's signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairperson or secretary of the Body Corporate or the appointed managing agent.

Owner/s \_\_\_\_\_ Address \_\_\_\_\_

*As owners of the land to which this application relates I/we consent to this application. I/We also give consent for authorised Council Officers or its agents, solicitors or consultants to enter the land to carry out inspections relating to this application and to undertake its obligations and powers under the Environmental Planning and Assessment Act and Local Government Act.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## BUILDING CERTIFICATE

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### 4. YOUR DECLARATION

I apply for a Building Certificate and declare that the information given is correct. I also understand that:

- if incomplete, the application may be delayed or rejected, and that
- more information may be requested if required.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### 5. PARTICULARS OF THE BUILDING

Classification of Building \_\_\_\_\_

Whole of Building or part \_\_\_\_\_

Description of part \_\_\_\_\_

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### 6. REASONS FOR THIS APPLICATION

This application is made (you must tick which ever is applicable).

- By the owner of the land on which the building is erected, owner must complete owner's consent section.
- By any other person, with the consent of the owner of the land.
- By the purchaser or the purchaser's solicitor or agent, under a contract for sale of the property or includes the building or part. A copy of page 1 or the contract must be attached.
- By a public authority that has notified the owner of its intention to apply for the certificate.

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### 7. DOCUMENTATION SUPPLIED

- Identification Survey. The survey report must be an original or certified as a true copy?
- Fire Safety Certificate?
- Have you read the important information on page 3?
- Have you completed all the relevant sections of this application form?
- Do you have the owners consent?
- Have you attached a copy of the contract for sale?
- Building plans?

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### 8. UNAUTHORISED WORK

Does this Building Certificate application seek to recognise an unauthorised building work?

Yes

No

Description of Unauthorised Work \_\_\_\_\_

What is the cost of the unauthorised work. \$ \_\_\_\_\_



**9. PRIVACY STATEMENT**

The personal information requested in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. You may request amendments of any personal information held by Council that is incorrect.

**IMPORTANT INFORMATION**

- On 1 May 2006, the *Environmental Planning and Assessment Amendment (Smoke Alarms) Regulations 2006* came into effect. To ensure and promote fire safety, Council will not issue a Building Certificate where the relevant building or part thereof, is found to be non-compliant with this Fire Safety Regulation. Further information on the above legislation can be obtained from Council.
- Council officers will check that any pool fences relevant to the application comply with the *NSW Swimming Pools Act 1992*. To ensure and promote pool safety, Council will not issue a Building Certificate where a pool fence relevant to the application is to be non-compliant with the *Swimming Pools Act 1992* as it applies.
- Pursuant to 149C of the *Environmental Planning and Assessment Act 1979*, on receipt of an application, the council may, by notice in writing served on the applicant, require the applicant to supply it with information including building plans, specifications, survey report and certificates, as necessary to enable the proper determination of the application.
- Pursuant to 149C of the *Environmental Planning and Assessment Act 1979*, if the applicant is able to provide evidence that no material change has occurred in relation to the building since the date of a survey certificate or a copy of a survey certificate which, is supplied to the council by the applicant, the council is not entitled to require the applicant to supply a more recent survey certificate.
- Expected turnaround time is **15 to 20 working days**. A longer assessment time may result where unsatisfactory information is supplied and where further inspections are required. You must provide contact details, to organise the necessary site inspection. Council will also review all building records relevant to the application.
- By requesting a building certificate you are giving consent for photographs to be taken of your property and kept on Council's file.

**FEE**

Building Certificate (of the Act) (Class 1 and Class 10)	\$ 250.00
<b>The fee for any other class of building is calculated using the floor area</b>	
Building Certificate—Floor Area 201m <sup>2</sup> to 1999m <sup>2</sup>	\$ 250.00 + \$.50 per square metre over 200m <sup>2</sup>
Floor area exceeding 2000m <sup>2</sup> (Classes other than 1 & 10)	\$1,165.00 + \$.075 per square metre over 2000m <sup>2</sup>
If application relates to a wall only and does not otherwise have floor area	\$ 250.00
Building Certificates requiring more than one inspection	\$ 90.00 per inspection
Unauthorised or uncertified work	\$ 250.00 + fee equivalent to the maximum fee for a DA & CC or CDD
Cancelled or withdrawn application (prior to inspection by Council)	25% of original fee, plus % of fee equal to % of process completed

- In additional fee will apply where the building work to which this application relates has been completed within the past 24 months, the applicant for the certificate is responsible for the work, and the work was not authorised to be carried out under the EP&A Act. The fee will be equivalent to the maximum fee imposed if the application was for a combined development application /construction certificate application, or complying development application (whichever is relevant) for the building or part of the building, the result of the unauthorised work.

**OFFICE USE: (To be completed by Customer Service Officer)** **\*GST is included in the fee**

Please retain your receipt as proof of lodgement of the application

Fee Type	Fee (\$)	Receipt No.
Application Fee		

**Customer Service Officer**

**Date**