

APPLICATION FOR BUILDING INFORMATION CERTIFICATE
 Division 6.7 of the Environmental Planning and Assessment Act, 1979

Office Use Only:	Date received: _____	BIC No: _____
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APPLICANT DETAILS		
Title Mr / Mrs/ Dr/ Other: _____	Given Name(s) _____	Surname / Last Name _____
Company Name: _____		
Contact Address: Unit: __ House Number: _____ Street or PO Box: _____		
Suburb: _____	State: _____	Postcode: _____
Daytime Phone: _____	Fax: _____	Mob: _____
Email: _____		

PAYMENT DETAILS	
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
Complete section below if credit cardholder is not the applicant. The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the fund.	
_____	_____
Cardholder's Printed Name	Date

Cardholder's Signature	

CONTACT DETAILS FOR ACCESS IF NOT THE APPLICANT	
(Complete if different person to provide access for purposes of site inspection other than applicant listed above)	
Contact person: _____	Daytime Phone: _____

OWNER'S CONSENT	
An application may only be made by one of the following. Please tick the appropriate box:	
<input type="checkbox"/>	(a) the owner of the land on which the building is erected, or
<input type="checkbox"/>	(b) any person with the consent of the owner of the land, or
<input type="checkbox"/>	(c) the purchaser under a contract for the sale of property that comprises or includes the building or part, or the purchaser's solicitor or agent, or
<input type="checkbox"/>	(d) a public authority that has notified the owner of its intention to apply for the certificate
Where (a) or (b) apply above, the owner/s must complete the following declaration:	
As owner/s of the land to which this application relates, I/we consent to the lodgement of this application. I/we consent to relevant Council officers and any consultants or legal representatives engaged by Council to enter the premises to carry out inspections in relation to the development. Refer to Lodgement Information for detail of what form of owners consent is required.	
Full name or company name: _____	
Position of signatory if a company name: _____	ACN No. _____
Postal address: _____	Signature(s) _____

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APPLICANT DETAILS		
(Please copy over from Page 1 of the form)		
Title Mr / Mrs/ Dr/ Other: _____	Given Name(s) _____	Surname / Last Name _____
Company Name: _____		
Contact Address: Unit: ____ House Number: _____ Street or PO Box: _____		
Suburb: _____ State: _____ Postcode: _____		

IDENTIFICATION OF BUILDING	
Unit / Shop No.: _____	House No.: _____ Street: _____
Side of Street: _____	Nearest Cross Street: _____
Lot No.: _____	Section No. (if applicable): _____
DP No.: _____	Strata Plan No. (If applicable): _____
Floor Area of Building m ² (class 2-9 building only) : _____	
Building Information Certificate sought for part / whole building: _____	
Description of building / part requiring certification: _____	
Additional information relating to construction of unlawful works:	
Estimated cost of works: \$ _____	
Date works were completed: _____ Owner/applicant is responsible for works <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>NOTE: An increased fee will be imposed if works have been completed within the past 24 months, the applicant/owner was responsible for the work, AND the work was not authorised under the Environmental Planning & Assessment Act, 1979. This increased fee is equivalent to that of a combined development and construction certificate application, or a complying development certificate application (whichever is relevant). Additional fees also apply.</p> <p><i>Note: When the application involves multiple allotments, list all allotments. If you are unsure of property details, refer rate notices or to maps at Council's office.</i></p>	

Please note that Council requires applicants to lodge Building Information Certificate applications for Unlawful Works by appointment only.

Appointments can be made by contacting the Compliance Team on 9978 4094.

DISCLOSURE OF POLITICAL DONATIONS AND GIFTS	
(Local Government and Planning Legislation Amendment (Political Donations Act 2008))	
<input type="checkbox"/>	I/We declare that we have made no reportable political donations to a Mosman Councillor and have provided no gifts to any Mosman Councillor or Council employee in the last two (2) years. I/We also declare that no person with a financial interest in this application has made any such political donation or gift.
<input type="checkbox"/>	I/We declare making a reportable political donation to a Mosman Councillor or gift to a Councillor or Council employee within the last two (2) years. A completed disclosure form is attached.
Applicant's Signature/s _____	
Please refer to Council's website www.mosman.nsw.gov.au for further detail and to obtain a disclosure form.	

INFORMATION GUIDE

The application may be accompanied by an original Registered Surveyor's identification survey and report or a certified copy of the original report to verify building positioning to assist with assessment of the application.

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.

Applicant's Signature

Date

FEES AND PAYMENT

The following fees are prescribed under Division 2 of the Environmental Planning and Assessment Regulation 2000:

- | | |
|---|--|
| ➤ Class 1 building * (together with any class 10 buildings on the site) or a class 10 building | \$250 |
| ➤ Any other class of building: | |
| floor area 200m ² or less | \$250 |
| floor area >200m ² and <2000m ² | \$250 plus 0.50c per m ² over 200m ² |
| floor area >2000m ² | \$1165 plus 0.075c per m ² over 2,000m ² |
| ➤ Where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area | \$250 |
| ➤ Additional fees where it is necessary to carry out more than one inspection before issuing a building certificate | \$90 |
| ➤ Building Certificate to regulate Unlawful Works | \$250 plus the cost of combined DA/CC or CDC fee |
| ➤ Copying a building certificate | \$13 |

Notwithstanding the above nominated fees, where development has been erected or altered in contravention of the Act, an additional fee equivalent to the maximum fee that would be payable if the application were an application for development consent or a complying development certificate (if appropriate) and an application to the council for a construction certificate, will apply in accordance with Clause 260 of the Environmental Planning and Assessment Regulation 2000.

* reference to a class 1 building is taken to include a reference to a class 2 building that comprises 2 dwellings only. Payment may be made by cash, cheque or credit card. Credit card transactions incur a service fee of 1% for American Express, Mastercard and Visa cards. For privacy and security reasons payment is prohibited by credit card via email transmission.

LODGEMENT INFORMATION

Method of Lodgement

It is recommended that applications be submitted in person to avoid time lost in the event of incomplete applications and the need to return them by post. Applications that are lodged by post should be addressed to The General Manager, PO Box 211, SPIT JUNCTION NSW 2088.

For privacy and security reasons payment is prohibited by credit card via email transmission.

Further Information

If you require further information on completing this form, Council may be contacted on 9978 4094 between 8.30am and 5.00pm Monday to Friday.

Please note any information submitted as part of this application will be publicly available, including through Council's website, in accordance with Council's Access to Information Policy.

Copyright Note

The Applicant is advised that Council may make copies (including electronic copies) of the development application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and the notification requirements of the relevant Development Control Plan. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the development application by Council and public participation in the development assessment process. This may include making copies of plans available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

OWNER'S CONSENT INFORMATION

Forms of acceptable owner's consent:

Individual ownership:

Sign this form or provide a separate letter. When the owner is not the applicant, the letter should name and give consent to the applicant to lodge the BIC.

Joint owners:

All owners should sign this form or where one person is signing on behalf of a joint owner (for example a husband or wife), that person should state by letter that they have the authority of the other joint owner(s). When the owners are not the applicant, the letter should name and give consent to the applicant to lodge the BIC.

Company ownership:

A company director or secretary must either sign or stamp this form with the company seal or sign on the company's letterhead. If the company does not have a company seal or letterhead, the director or secretary is to sign a letter stating so and is to provide the company's ACN. When the owning company is not the applicant, the letter should name and give consent to the applicant to lodge the BIC.

Owners' Corporation:

For strata lots, consent from the Owners' Corporation is to be provided when works affect common property (including the external fabric of the building). The Owners' Corporation must either sign and stamp this form with the corporation seal or sign and stamp on the corporation's letterhead. If the corporation does not have a corporation seal or letterhead, the corporation secretary is to sign a letter stating so. When the owners' corporation is not the applicant, the letter should name and give consent to the applicant to lodge the BIC.

Legal representative for the true owner(s):

Where a person is legally authorised to provide consent on behalf of the true owner(s) in a Power of Attorney, Executor or Trustee capacity, documentary evidence of that legal authority must be attached with this application form.

Crown Land:

When the application relates to leased Crown land above mean high water mark, this form must be signed by an authorised officer from the Department of Lands (formerly DLAWC). When the application relates to Crown Land below mean high water mark, an authorised officer of the Waterways Authority must either sign this form or provide written consent on letterhead.

OFFICE USE ONLY	CST AUTHORITY		Initials _____ Date _____
	Amount	Receipt No.	Date
Building Information Certificate Application fee	\$ _____	_____	_____
Additional Assessment Fee (unlawful works)	\$ _____	_____	_____