

(SD-FO-229) APPLICATION FOR BUILDING INFORMATION CERTIFICATE

Office use only	Application No: _____
<p>PPIA DISCLAIMER – The personal information provided on this form is collected by <i>Griffith City Council</i> for the purposes of processing this application by Council employees and other authorized persons. This form will be stored within Council's records management system and may be available for public access and/or disclosure under various NSW Government legislation.</p>	

1. **Residential Building** ☐ eg. dwelling, shed, carport etc.

Commercial / Industrial Building ☐ Floor area up to 200m²

eg. shop, office, factory, warehouse etc ☐ Floor area > 200m² and < 2000m²

☐ Floor area > 2000m²

2. **Unauthorised Works** (a) Floor area: _____

(b) Value of work undertaken: \$ _____

3. To what buildings does this application apply:

4. **Is this Certificate for whole or part of the building** **Whole** ☐ **Part** ☐

If part, describe the part of the building for which the Certificate is requested

5. **Applicant** Owner ☐ Other Person ☐ Purchaser ☐ Public Authority ☐

Applicant's Name _____

Postal Address: _____

Town _____ **Post Code** _____

Phone _____ **Mobile** _____

Email Address _____

Applicant's Signature _____

6. **Land Owner** _____

Postal Address _____

Town _____ **Post Code** _____

Owner's Signature _____

7. **Location and Title Description of the Property**

Unit No: _____ **Street No:** _____

Street / Road: _____

Town: _____ **Post Code:** _____

This is required to correctly identify the subject land

Lot _____ **Section:** _____ **DP/SP** _____

(SD-FO-229) APPLICATION FOR BUILDING INFORMATION CERTIFICATE

Building & Construction Guide No. 7 – Building Information Certificate

What is a Building Certificate?

A Building Information Certificate is a certificate, issued under s6.25 of the Environmental Planning & Assessment Act, 1979.

Who can apply for a Building Information Certificate?

A Building Information Certificate is usually applied for when purchasing a property, although it can be applied for at any time.

An application for a Building Information Certificate may be made:

- a) By the Owner of the land on which the building is erected, or
- b) By any other person, with the consent of the owner of the land, or
- c) By the purchaser under a contract for the sale of the property that comprises or includes the building or part, or by the purchaser's Australian practitioner or agent, or
- d) By a public authority that has notified the owner of its intention to apply for the certificate.

How can I apply for a Building Information Certificate?

A Building Information Certificate application form is available from Council's website www.griffith.nsw.gov.au or at the Council Administration Building, 1 Benerembah Street, Griffith.

A fee is payable upon lodgement of the application

A penalty fee is payable for all unauthorised work

What is Involved in the issuing of a Building Information Certificate?

The application involves a site inspection of the subject premises, including internal inspection of all buildings nominated on the Building Information Certificate. (Applicants will need to identify which buildings on a site that the certificate relates to).

Why do I need a Building Information Certificate?

A Building Information Certificate issued by Council states that Council will not take any action under the Environmental Planning & Assessment Act, 1979, or the Local Government Act, 1993 to order or take proceedings for an order to have the building (covered by the certificate) to be demolished, altered, added to or rebuilt, or to take proceedings in relation to any encroachment by the building onto land under the control of Council, for a period of seven years. Note, a building information certificate does not certify the structural integrity or stability of the building covered by the certificate.

Approved: Building Certification Coordinator	Group / System: Sustainable Development	Document ID: SD-FO-229	Version: 3
Relevant To:	Date Issued: 31 Jan 2011	Revised: 6 July 2020	Status: Approved
			Page: 2 of 2