



Warringah Council

Building Certificate Application

Made under the Environmental Planning and Assessment Act 1979
(Sections 149B,C and E)

Address the application to:

The General Manager
Warringah Council
Civic Centre, 725 Pittwater Rd
Dee Why NSW 2099

Or

Customer Service Centre
Warringah Council
DX 9118 Dee Why

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9942 2111

Or

Come in and talk to us

Office Use Only

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| B | C | 2 | 0 | | | | | | | | | | | |
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December 11

For applicable fees and charges, please refer to Council's website: www.warringah.nsw.gov.au or contact our Customer Service Centre.

Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on eServices (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

Part 1 Particulars of Building

| | | |
|-------------------------|---------------|-------------------------------|
| 1.1 Address of property | Unit/house no | <input type="text"/> |
| | Street | <input type="text"/> |
| | Suburb | <input type="text"/> |
| | | Postcode <input type="text"/> |
| | Lot + DP/SP | <input type="text"/> |

1.2 Details of the building(s) or structure(s)

Whole of the building(s) Part of the building(s)

List the structures/buildings for which this building certificate is being applied for

Part 2 Applicant(s) Details

Applicant(s) details

It is important that we are able to contact you if we need more information.

Please give us as much detail as possible.

Council will deal only with the nominated applicant in the event of any query or communication regarding this application.

Please note that information provided will be public information.

Mr Mrs Ms Other

Full family name(s)
(no initials)

Full given names
(no initials)

Or

Company name

ACN

Postal address

We will post all correspondence to this address.

Postcode

Private phone

Business phone

Mobile phone

Facsimile

Contact person

Person who may be contacted to discuss the application during business hours

Email

Part 3 Certificate Particulars

Certificate particulars

The person that can make an application is specified under clause 280 of the EP and Act.

The Regulations provides for the procedures for making an application, the fees payable in connection with an application and the procedures for dealing with an application.

This application for a building certificate is made by:

(Please tick appropriate box)

- The owner of the land on which the building is erected, or
- Any other person, with the consent of the owner of that land, or
- The purchaser under a contract for the sale (you must attach a copy of this contract with your application) of the property that comprises or includes the building or part; or the purchaser's solicitor or agent, or
- A public authority that has notified the owner of its intention to apply for a certificate.

Re-inspection Fee

- The first inspection is covered in the cost of the certificate.
- If additional inspections are required, the re-inspection fee is payable to Council, before the inspection takes place.

Urgency Fee (7 working day turnaround time)

- On the condition that all relevant documentation is submitted at lodgement
- Please note that Council does not guarantee this urgency service and the urgency fee will be refunded to the applicant if the timeframe is not met.

Part 4 Owner's Consent

Owner(s) consent

Owner(s)

Council cannot grant consent if owner(s) consent is not provided.

Address

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant(s).

Signature(s)

Every owner of the land must sign this form.

Company / Organisation

Provide one of the following:

- Signature of director and common seal stamped on the form.
 - Letter on company letterhead signed by authorised person and the common seal stamped on the letter.
- Note: A copy of ASIC certificate may be accepted in place of the company's common seal.

Strata Title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
- A letter on strata management letterhead.
- Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgement of a Development Application".

New owner(s)

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

Signing on owner(s) behalf

If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).

Joint wall / Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

Part 5 Checklist Option

Checklist

Please select either A or B and relevant checklist.

It is Council policy that applications submitted in good faith will receive priority over applications related to unauthorised structures or works

Checklist A (for sale of property or similar reason)

This application relates to a property for sale and does not involve unlawful structures or works. For sale of a property only please complete questions **1-4** on the attached checklist.

Checklist B (unauthorised structures or works)

This application involves structures or works erected without prior development consent or not in accordance with a development consent. Information required is listed in questions **1-13** on the attached checklist.

Part 6 Checklist

SUPPLIED

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you have owner(s) consent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you attached a cheque/payment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: Where the building certificate relates to unauthorised works (in part or whole) the Council levies additional fees under section 149 of the Environmental Planning and Assessment Act 1979. You will be advised of the fees applicable following review and assessment of this application and supporting documentation. Fees must be paid prior to processing or determination of the application.

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|---|--------------------------|--------------------------|--------------------------|
| 3. Have you attached a copy of sale (if applicable) Checklist A? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you attached a current identification survey report issued by a registered surveyor? (Checklist A) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. A detailed site survey prepared by a registered surveyor clearly showing the location of the unauthorised structures and/or unauthorised works in relation to the existing structures on the property, and any nearby structures on adjacent properties together with side setbacks to walls and eaves, floor levels and ridge levels. (Checklist B) Details of easements and restrictions are to be indicated | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Works as constructed/executed (2 copies) plans, these plans must be drawn to scale 1:100 and include floor, ridge levels and side setbacks prepared by a suitably qualified professional e.g. architect/draftsman and clearly annotate (in colour/highlight) the unauthorised structures and/or works as well as the existing approved structures and works on the land. (Checklist B) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Where the building certificate relates to unauthorised or dilapidated works or at the discretion of Council's building surveyor, provide certification as to the structural and/or geotechnical adequacy of the structures and/or works as built. All built structures will require certification as to their structural integrity by a suitably qualified practicing structural engineer, all earthworks and foundations will require certification by a qualified and experienced geotechnical engineer as to their adequacy. (Checklist B) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Six (6) x A4 plans for notification purposes. (Checklist B) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you engaged a suitably qualified Building Code of Australia consultant to inspect the subject premises and to provide a written report detailing the buildings compliance with the provisions of sections C, D, E, F, G, I and J (Class 2-9) and Part 3.1 to 3.12 (Class 1 buildings) of the Building Code of Australia (NSW variations) together with any recommending upgrading works and works scheduling. The report is to include a summary of all non-compliance issues and a recommended fire safety upgrading strategy. (Checklist B) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Where the certificate relates to unauthorised works, provide two (2) copies of a statement of environmental effects. This is a written statement, which demonstrates the applicant has considered the impact of the development on the natural and built environments. The statement of environmental effects must address the relevant controls. (Checklist B) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Slip zone – a geotechnical report may be required where located in a slip zone. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Bushfire prone land – a bushfire control report may be required in bushfire prone areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Any other information relevant to this application. Please specify. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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This section is not made electronically available on eServices

Credit Card Details - Council Payment Fax No. (02) 9942 2606

Please charge my American Express Master Card Visa

Card number Expiry date /

Card holder's name Amount \$

Signature Phone () daytime

Please note that all credit card payments are subject to a 1% service fee.