

# APPLICATION FOR BUILDING INFORMATION CERTIFICATE

## Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450  
Customer Service Centre, 2 Castle Street, Coffs Harbour  
Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000  
ABN 79 126 214 487



### 1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Mobile

Email address

Please indicate whether you are:

- the owner                       a public authority                       the purchaser's solicitor or agent  
 the purchaser of the property under contract of sale  
(copy to be provided)                       Other .....

### 2. Identify the land

Unit/street no.

Street

Suburb, town or locality

State

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

### 3. Identification of structure(s)

What structures are included in the application? i.e. Dwellings, carport, garage, pool, etc:

Is the application for whole or part of the nominated structure(s) (If part, describe which part of the structure):

Whole                       Part                      Description:

Does the application seek consideration for any unauthorised building work?

No                       Yes (> 2yrs old)                       Yes (< 2yrs old)

Describe the work::

### OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.

#### 4. Access arrangements

Contact Name

Telephone Number

#### 5. Applicable fees and charges

Class 1 or Class 10 Buildings	- \$250.00
In the case of any other class:	
- Not exceeding 200 m2	- \$250.00
- Exceeding 200m2 but not exceeding 2,000 m2	- \$250 plus 50 cents per m2 over 200m2
- Exceeding 2,000m2	- \$1,165 plus 7.5 cents m2 over 2,000m2
In any case where the application relates to part of a building and that part consists of an external wall or does not otherwise have a floor area	- \$250.00
Reinspection	- \$90.00
<b>Additional fees may be payable where Building Information Certificate relates to unauthorised works</b>	- Refer to the <a href="#">Environmental Planning and Assessment Regulations 2000</a>

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.coffsharbour.nsw.gov.au/fees](http://www.coffsharbour.nsw.gov.au/fees)

#### 6. Privacy and personal information protection notice

- this information is required under the Environmental Planning and Assessment (EP&A) Act and Regulation to process your application;
- records of building information certificates are available to the public for inspection in accordance with the EP&A Regulation and Government Information (Public Access) Regulation. This would include the correspondent's details being the applicant's name and contact details;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

#### 7. Owner's consent

**All owner(s) of the land being developed must sign the application.** It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

Name

Date

Signature

Name

Date

**Position of the person or persons authorised to sign on behalf of the Company/Organisation if applicable**

Position within Company/Organisation

Position within Company/Organisation

For further information on Owners Consent Requirements please see the following link: [https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner\(s\)%20Consent%20Requirements%20Fact%20Sheet.pdf](https://www.coffsharbour.nsw.gov.au/Building-and-Planning/development-approval/Documents/Owner(s)%20Consent%20Requirements%20Fact%20Sheet.pdf)