

Building Certificate



Further Information

Upper Hunter Shire Council

SCONE:
135 Liverpool Street
(02) 6540 1100.

MERRIWA:
34-40 Vennacher Street
(02) 6521 7000.

MURRURUNDI:
47 Mayne Street
(02) 6540 1350.

POSTAL ADDRESS:
PO Box 208
Scone 2337

WEBSITE:
www.upperhunter.nsw.gov.au

EMAIL:
council@upperhunter.nsw.gov.au

- 1 This form is to apply for building certificate for existing buildings/structures.
- 2 An application for a Building Certificate in relation to the whole or part of a building may be made by:
 - a. The owner of the building or part or other person having the owner's consent to make the application
 - b. The purchaser under a contract for the sale of the property, which comprises or includes all or part of the building, or the purchaser's solicitor or agent; or
 - c. A public authority which has notified the owner of its intention to apply for the certificate.
- 3 Tick the boxes and fill out the white sections as appropriate. Failure to do so may result in delays in your application.
- 4 **All** owners are required to sign the form.
- 6 Fees must be paid at time of lodgement. Quotes may be obtained by phone or at Council offices.
- 7 Applications can be lodged either:
 - In person at one of Council's Offices (Details to the left of this form) during business hours, Monday to Friday.
 - By mail – Postal address "Environmental Services, Upper Hunter Shire Council, PO Box 208, Scone 2337".

For further information please contact Environmental Services Department on (02) 6540 1136 during business hours, Monday to Friday.

Privacy Notice

The personal information contained within the application is required to enable Council as the consent authority to process the application and will be used in accordance with the Privacy and Personal Information Act 1998 (PIPA Act). The intended recipients of the personal information are Council Staff and any other government agencies that may be required to assess the proposal.

The supply of the information is voluntary. If you cannot or do not wish to provide the information sought, your application may not be accepted, nor processed or rejected for lack of information.

The Upper Hunter Shire Council will store details of the application and any subsequent decision in a register that can be viewed by the public.

For further information please contact Environmental Services Department.

Office use only

Application number

Date received

Building Cert. App.-Issue2_Feb12

If you have obtained a fees quote from Council please reference quote number below;

All correspondence and communication will be directed to the applicant.

Location

All property details must be provided

For access to the building we will need a contact person who can be contacted between 8.30am and 4.30pm, Monday to Friday. (please note: persons meeting Council officers on site or permitting access must be at least the age of eighteen.)

1. Applicant Details

Name/ Company Name

Postal Address

Town/Village/Locality

Postcode

Contact Name

Telephone

Email address

Mobile

I declare to the best of my knowledge and belief that all the particulars herein are true and correct in every detail and all the information required has been supplied. I also understand that if incomplete, the application may be delayed or rejected, and that additional information or fees may be requested if required.

Signature

Date

2. Property Details

Lot N^{o/s}.

Section N^o.

DP/SP N^o.

Street N^o.

Unit N^o.

Street Name

Town/Village/Locality

Postcode

3. Building particulars

Building Classification – Building Code of Australia (BCA).

Is the application for whole or part of the building?

Whole

Part

Description of whole/part of the building to be covered by the Building Certificate.

Floor area (m²) of whole/part of the building where the Building Certificate is required.

4. Property access

Contact details for access to the property

Name

Address

Contact number/s

5. Owner Details

Name/Company Name

Postal Address

Town/Village/Locality

Postcode

Telephone

Email address

Owner Consent

As owner/s of the property, I/we consent to this application, and grant permission for Council's Officers to enter the property/premises for the purpose of assessment of this application or to conduct inspections relative to this application.

Owner Name/s / Company Name

Owner 1

Signature Date

Owner 2

Signature Date

Owner 3

Signature Date

*If 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 (eg. Power of attorney, executor, trustee, company director).

Fees

The following fees are prescribed under Clause 260 of the *Environmental Planning and Assessment Regulation 2000*.

Class 1 Building or a Class 10 Building Dwellings and outbuildings	\$250 each
In the case of any other class buildings, as follows:	
Floor area of building or part not exceeding 200 square metres	\$250
Exceeding 200 square metres but not exceeding 2000 square metres	\$250 (Plus an additional 50 cents per square metre over 200)
Exceeding 2000 square metres	\$1165 (Plus an additional 75 cents per square metre over 200)
In any case 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
Re-inspection fee – in the case where council is required to carry out more than one inspection before issuing a building certificate	\$90
Urgency Fee – Zone 2 (a) Residential A only. An initial response will be issued within three days of receipt of the application.	\$74
*Note: if the application involves unauthorised works, additional fees will be charged in accordance with Council's fees and charges and the Environmental Planning and Assessment Act 1979	As determined by Council

This section must be completed by **ALL** owners. If arrangements for the sale of the property have been exchanged, both the vendor and the purchaser details must be provided and all signatories attached.

Where a property is in ownership of a company, the company must provide either an authorisation on company letterhead or include the company's ACN on this form

Owners consent is required from **ALL** owners. If insufficient space is provided, please attach separate letter of Authority.

Only original signatures will be accepted, not copies

Office Use Only

Application N^o

Certificate N^o

Assessment N^o

Property

Proposal

Fees

Fee	Amount	Receipt N ^o	Date
Application Fee			
Inspections			
Other			
Total			

Receipt of the application is acknowledged in accordance with the Environmental Planning and Assessment Regulation.

1. The following information has not been submitted in respect of this application;

2. The applicant will be further advised if there is any additional information required prior to the application being assessed.

Applicant Signature

Council Officer Signature

Date