

# Building Information Certificate Application

Issued under Division 6.7 of the Environmental Planning and Assessment Act 1979



**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 3.00pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **abn** 53 929 887 369  
**t** 1300 864 444 • **w** ballina.nsw.gov.au • **credit card payments e** terminal22@ballina.nsw.gov.au

Payment is required upon lodgement of application for processing.

## 1. Applicant Details *all correspondence will be forwarded to this name and address*

Applicant's Name

Postal Address

Telephone *business hours*

Mobile

Email Address

Application is hereby made for a Building Information Certificate under Sections 6.22 and 6.23 of the Environmental Planning & Assessment Act 1979 in relation to the whole/part of the building identified below.

The applicant is:

- the Owner of the land on which the building is erected *Section 6.22(a)*
- any other person with the consent of the owner of that land *Section 6.22(b)*
- the purchaser under a contract for the sale of property that comprises or includes the building, or the purchaser's Australian legal practitioner or agent *Section 6.22(c)*
- a public authority that has notified the owner of that land of its intention to apply for the certificate *Section 6.22(d)*

## Consent of Owner

The consent in writing of the owner of the land on which the building or part is erected is necessary unless the applicant is a person referred to in Section 6.22(a), (c) or (d).

Owner's Full Name

Owner's Address

I/we consent to the lodgement of this application for the property identified on this form

Owner's Signature

Date

## Office Use Only

Receipt Type: 20

2019/20 Fee: min \$250  
(see overleaf)

Amount Paid \$

DA/BA Number

Date received

PN Number

Receipt number

## Description of the Property *details can be located on your rates notice*

Address

Lot/Portion

Section

DP / SP

Classification of Building

Whole or part of property *eg part - pergola*

Description of part of property *eg free-standing pergola at rear of property*

Floor area of building or part

## Contact Details for Access to Premises

Occupant Name

Telephone *business hours*

Email Address

Mobile

## Fee to Accompany Application

**Type of Modification**

**2019/20 Fee Payable**

Class 1 building (together with any Class 10 buildings on the site) or a Class 10 building

**\$250**

In the case of any other class of building, floor area of building or part as follows:

Floor area not exceeding 200m<sup>2</sup>

**\$250**

Floor area exceeding 200m<sup>2</sup> but not exceeding 2,000m<sup>2</sup>

**\$250** + additional **50 cents** per m<sup>2</sup> over 200

Floor area exceeding 2,000m<sup>2</sup>

**\$1,165** + additional **0.075 cents** per m<sup>2</sup> over 2000

Additional Inspection Fee

**\$90**

Urgency Fee (if access available)

**\$45**

## Notes for Completing Building Certificate

Checklist of documents to accompany this application:

An original survey and report; and/or

A certified copy of the original survey and report (signature must appear on all pages)

## Privacy Protection Notice

The completed Building Information Certificate application form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Planning and Environmental Health Division of Ballina Shire Council and will be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Environmental Planning & Assessment Act 1979. The information will be stored in Council's electronic document management system.