



Building Certificate Application

Under Division 6.7 of the

Environmental Planning & Assessment Act 1979

OFFICE USE ONLY

App No:
 Record No:
 Receipt No:
 Date:
 Key provided for inspection? Y / N
 Officer Initial:

Under Division 6.7 of the Environmental Planning & Assessment Act 1979

INFORMATION FOR APPLICANT

Application is made for a Building Certificate under Division 6.7 of the Environmental Planning and Assessment Act, 1979 in relation to the whole/part* of the building identified below.

Please indicate by 'X' which of the following is relevant for your application

	1. The applicant is the owner of the building or part, or any other person having the owner's consent to make the application
	2. The applicant is the purchaser under a contract for the sale of property (<i>copy of contract must be attached to this application</i>), which comprises or includes the building or part, or the purchaser's legal practitioner or agent
	3. The applicant is a public authority which has notified the owner of its intention to apply for the certificate

INFORMATION TO ACCOMPANY THE APPLICATION

Please indicate by 'X' which of the following is relevant for your application, and submit the applicable documentation.

	1. Residential Property	A survey plan or other information that correctly identifies the siting of the subject building on the land.
	2. Rural Property	A survey plan or other information identifying the siting of the subject building on the land.
	3. Property Purchase	Documentary evidence of a contract of sale is to accompany the application if the applicant is the purchaser, or a legal practitioner, or agent of the purchaser.

Note: Other Information may be required upon request such as building plans, specifications, and other certificates (e.g. structural engineer certificate).

DESCRIPTION & LOCATION OF LAND

Street/Rural Address No.	Street/Road
Town/Village	Council Assessment No.
Lot No/s.	Section No. (if applicable)
Deposited Plan (DP) or Strata Plan (SP) No.	

PARTICULARS OF THE APPLICATION

Why are you applying for a building certificate? (property sale, property purchase, unauthorised building work, other)
 Provide details:

ACCESS TO BUILDING

Please provide a contact person to arrange access inside the building and phone number. Council will not inspect occupied premises unless accompanied by the property owner or representative. Where the building is vacant, a key allowing access to the building is to be provided to Council before an inspection will be undertaken.

Name

Telephone

Is the building vacant?

 Yes No

Has a key allowing access to the building been provided to Council?

 Yes No**IDENTIFICATION OF BUILDING**

a) Is the application for whole or part of the building? This section must be completed including where an application relates to unauthorised works.

Whole Yes No

Provide a description of all structures you want the Building Certificate to cover.

Part Yes No

Provide a description of all structures you want the Building Certificate to cover.

b) Floor area (m_2) of the whole building or part of the building where the Building Certificate is required (as applicable)

c) Unauthorised building work: (complete this section if you are seeking Council's acceptance of unauthorised works)

Has development consent been granted for the works undertaken?

 Yes No

If yes, provide Development consent number: _____

Date the consent was granted: _____

When was the work carried out (Date): _____

What is the market or contract value of the work undertaken: _____

Has a modified consent been issued for the development?

 Yes No

If yes, provide the date granted: _____

Declaration					
APPLICANT DETAILS					
Name			Company		
Postal Address:	No.	Street		Telephone	
Suburb		State	Post Code	Mobile	
Email			Customer Reference		
Signature(s)					
Name & Title of Person signing <i>(Please print)</i>					

OWNER(S) DETAILS AND CONSENT					
<p><i>The consent of the owner of the building or part is required, except where:</i></p> <ul style="list-style-type: none"> <i>The applicant is the purchaser under a contract for the sale of property, (copy of contract must be attached to this application), which comprises or includes the building or part, or the purchaser's solicitor or agent; or</i> <i>The applicant is a public authority which has notified the owner of its intention to apply for the certificate; or</i> <i>The applicant is the owner.</i> 					
Name(s)			Company		
			Position Title		
Postal Address:	No.	Street		Telephone	
Suburb		State	Post Code	Mobile	
<p><i>I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Tenterfield Shire Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.</i></p>					
Signature/s					
Name & Title of Person signing <i>(Please print)</i>					

HOW TO LODGE YOUR APPLICATION

	Pay By Mail: Please make your cheque payable to: Tenterfield Shire Council PO Box 214 TENTERFIELD NSW 2372		Credit Card payments can be accepted either in person or via telephone.
	Pay In Person: Council Offices, 247 Rouse Street, Tenterfield between 9:00am and 4.30pm Monday - Friday Pay by Cash, Cheque or EFTPOS		BSB: 082-829 Account: 509913697 Reference: Please quote <i>"Property Description"</i>