



Building Certificate Application Form
Section 149A – 149G Environmental Planning & Assessment Act 1979

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

OFFICE USE ONLY			
Fee Paid:	\$	Receipt Date:	
Receipt No:		BC No:	

ABOUT THIS FORM
Use this form to apply for a Building Certificate. You may only make this application if you are the owner or have the owner's consent.

APPLICANTS DETAILS			
All correspondence relating to this application will be sent to this address.			
Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Contact Person:	
Email:			
Applicant's Signature(s):			

LOCATION & PROPERTY DESCRIPTION	
This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.	
Address:	
Lot & DP/SP:	

YOUR INTEREST IN THE PROPERTY		
Please provide details of your interest in the property, if you are not the owner.		
<input type="checkbox"/> Owner	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Purchaser's agent or solicitor
<input type="checkbox"/> Other person with current owner's written consent	<input type="checkbox"/> Public Authority	

WHAT TYPE OF BUILDING IS IT?				
A fire safety certificate is required for certain building types				
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Outbuilding	<input type="checkbox"/> Factory*	<input type="checkbox"/> Shop*	<input type="checkbox"/> Office*
<input type="checkbox"/> Institution*	<input type="checkbox"/> Warehouse*	<input type="checkbox"/> Residential Flat Building*	<input type="checkbox"/> Other *	
* Fire safety Certificate required				

BUILDING STATUS

Is the building new or existing?

New Building Existing Building

Note: New buildings require all certificates to be attached relating to the conditions of consent and any further certificates Council may consider necessary.

DO YOU WANT A CERTIFICATE FOR ENTIRE BUILDING?

Yes, all of the building No, only part of the building (complete below)

If No, which part?

Total floor area for which the certificate will be issued: m²

WHICH DOCUMENTS HAVE YOU SUPPLIED?

Building Plans Current Identification Survey
 Fire safety certificate Other (please specify below)

Other:

DISCLOSURE OF POLITICAL DONATIONS & GIFTS

Do you wish to disclose a political donation or gift to a local Councillor or candidate for election to Council in the Auburn Council Area Yes No

If YES, please complete a Disclosure of Political Donation & Gift Form.

OWNERS CONSENT

Must be completed if you are not:

- the owner
- the purchaser under a contract for sale
- the purchaser's solicitor or agent
- a public authority which has notified the current owner

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land carry out inspections, take photographs, videos, surveys and measurements.

Name:			
Postal Address:			
	Postcode:		
Phone (Home):	Phone (Work):	Mobile:	
Signature:	Date:		
Name:			
Postal Address:			
	Postcode:		
Phone (Home):	Phone (Work):	Mobile:	
Signature:	Date:		
<i>If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.</i>			
Name(s):			
Signature(s):			
<i>E.g. power of Attorney, Executor, Trustee, Company Director</i>			

ACCESS DETAILS

Provide name and telephone number of an appropriate person for the inspection of the building			
Name		Phone:	
Mobile:		Email:	

YOUR DECLARATION (applicant to complete)

- If the applicant is a company or owner's association, this application must be signed by a director or secretary UNDER COMMON SEAL.

I/We the undersigned hereby apply for a Building Certificate for the building referred to in this application. I/We declare that all the information given is true and correct.

I/We also understand that if incomplete, the application may be delayed or rejected or more information may be requested.

I/We also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name(s):

Signature(s): _____ Date: _____

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998 ('PIPA Act')*. The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PIPA Act. For more information about your privacy please contact Auburn Council.

HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees	Fees are calculated on a scale based on Part 15 of the Environmental Planning and Assessment Regulations. Please ask us for the fee charged.	
Payment Method	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	
PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.		