



BYRON SHIRE COUNCIL
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***Office Use Only**
Building Certificate No.:
50.....
Parcel No(s):.....
Fee paid:.....
Receipt No.....
Date Received:.....
#E2014/22529 April 2014

Building Certificate Application

Issued under the Environmental Planning and Assessment Act 1979 Section 149D

Please place a cross in the boxes and fill out all appropriate blank Steps. Please ensure you have submitted all relevant information to minimise delays. Once we have assessed your application you will be advised in writing of Council's determination

Step 1. Details of the applicant/s				<i>Council will contact and send all related information to this address (please refer over as to who can make an application)</i>	
Given name		Surname / Company Name			
Given name		Surname / Company Name			
Unit No.	House No.	Street Name / PO Box		Street Type e.g. St, Rd	
Suburb or Town			State	Postcode	
Contact name			Daytime telephone		
Mobile			E-mail		
Step 2. Location and title description of the property				<i>We need this to correctly identify the property</i>	
Unit No.	House No.	Street Name		Street Type e.g. St, Rd	
Suburb or Town				Postcode	
Lot No.	DP No.	Sec No.	Owner/s		
Step 3. Type of building(s) <i>What structure(s) are you applying for eg: Dwelling, Shed, Pool or All Structures on site.</i>					
Whole or Part of each building?				Floor area of building or part (must be completed)	
<ul style="list-style-type: none"> • Whole <input type="checkbox"/> • Part <input type="checkbox"/> 				M ²	
Step 4. Contact person/details for inspection					
<i>As part of this application Council will be required to carry out an inspection of the property, please provide details for the person who can assist Council with access to the property.</i>					
<i>*if this is the same as Applicant details above, please note 'as above'.</i>					
Name:		Phone/Mobile:		Email:	

Step 5. Privacy Policy

The information you provide in this application will enable your application to be assessed by Council and any relevant state agency. If the information is not provided, Council can refuse the application.. Council will also keep the application in a Register that can be viewed by the public at any time. Please contact the Council if the information in your application is incorrect or if it changes. Information collected will be used in accordance with Council's Privacy and Personal Information Management Plan.

Step 6 Signatures of all owner/s

Section 109E, Environmental Planning & Assessment Act

The owners of the land to be developed must sign the application.

If you are not the owner of the land, you must have all the owner/s sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority.

As the owner/s of the above property, I/we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.

Signature	Signature
Name	Name
Date	Date

Step 7. Applicants

- An application for a building certificate in relation to the whole or part of a building may be made to the Council by:
 - (a) the **owner** of the building or part of any other person having the owners consent to make the application; or
 - (b) the **purchaser under a contract for the sale of property**, which comprises or includes the building or part; or the **purchaser's solicitor** or agent; or
 - (c) a **public authority** which has notified the owner of its intentions to apply for the certificate.
- All correspondence will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.
- By signing this application, you are acknowledging that you have read the notes and instructions on this form, and have included all the requested information as it applies to this application.
- The information provided in this application is required to enable the application to be assessed by Council and any relevant state agencies. The public is entitled to inspect the application and any associated documents.

Signature	Signature
Name	Name
Date	Date

Step 7 Payment options

Council accepts payments by cash, cheque, money order, eftpos or credit card (Visa and Master only) at Council's administration offices. All cheques are to made payable to Byron Shire Council. Should you wish to mail your application package to Council and wish to use the credit card facility, please download An Authority to Charge Credit Card form which can be found at www.byron.nsw.gov.au/forms or alternatively enclose a cheque or money order.

Step 8 Schedule of fees

	Fee								
For a whole/part dwelling (Class 1) and/or an associated building (Class 10)	\$250.00								
<p>Any other building, refer to the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Floor area of building or part</th> <th style="text-align: left;">Fee</th> </tr> </thead> <tbody> <tr> <td>Not exceeding 200 square metres</td> <td>\$250</td> </tr> <tr> <td>Exceeding 200 square metres but not exceeding 2,000 square metres metre over 200</td> <td>\$250, plus an additional 50 cents per square metre over 200</td> </tr> <tr> <td>Exceeding 2,000 square metres metre over 2,000</td> <td>\$1165, plus an additional 7.5 cents per square metre over 2,000</td> </tr> </tbody> </table>	Floor area of building or part	Fee	Not exceeding 200 square metres	\$250	Exceeding 200 square metres but not exceeding 2,000 square metres metre over 200	\$250, plus an additional 50 cents per square metre over 200	Exceeding 2,000 square metres metre over 2,000	\$1165, plus an additional 7.5 cents per square metre over 2,000	Refer table
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Not exceeding 200 square metres	\$250								
Exceeding 200 square metres but not exceeding 2,000 square metres metre over 200	\$250, plus an additional 50 cents per square metre over 200								
Exceeding 2,000 square metres metre over 2,000	\$1165, plus an additional 7.5 cents per square metre over 2,000								
Part of a building and that part consists of an external wall only or does not otherwise have a floor area	\$250.00								
Additional inspections carried out to determine a building certificate (the initial inspection is included in the application fee)	\$90								
<p>Additional fees relating to unauthorised construction works or where a notice has been served</p> <p><i>Estimated construction costs of unauthorised works: \$_____</i></p>									
– The amount of the maximum fee that would be payable if the application were an application for development consent, or a complying development certificate (if appropriate), authorising the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application,	Refer Application fees								
– The amount of the maximum fee that would be payable if the application were an application to the council for a construction certificate relating to the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application.	Refer Application fees								

Step 9 Information to be submitted with application

	Provided	
	Y	N
Completed application form		
Payment of fees		
A survey plan and report from a Registered Surveyor		
The following information will be required where unlawful building works are identified:		
– A report by an appropriately qualified person (e.g. building surveyor or architect) advising how the building complies with the Building Code of Australia.		
– Works-as-executed building plans and specifications. Plans are to be professionally drawn at a scale of 1:100 and must clearly show both approved and unlawful building works.		
– A certificate from a by a qualified practising structural engineer indicating that the works are structurally sound. The structural engineer is to be a corporate member of the Institution of Engineers Australia or is to be eligible to become a corporate member and have appropriate experience and competence in the related field.		
– A certificate from licensed pest controller indicating that the works have been treated against termites as per AS3660.1		
– A certificate from a licensed glazier indicating that all glass in the building is in accordance with AS1288.		
– A certificate from a licensed plumber indicating that drainage from the works has been carried out in accordance with AS3500.		
– A licensed electrician's certificate certifying that the smoke alarm/s installed in the building is in accordance with AS3786 and that the electrical works comply with AS 3000 - 2000 "Wiring Rules"		
– A certificate from a licensed installer certifying that wet area waterproofing is in accordance with AS3740.		
– An Environmental Consultant's proposal for installation and/or upgrade of wastewater system, were installed the property.		

Notes:

Office use only

Received by: _____ Date: _____

Notes/comments by staff: