

Building Information Certificate

Environmental Planning and Assessment Act 1979



This form

A Building Information Certificate certifies that:

- by virtue of anything existing or occurring before the date of issue of the certificate; or
- within 7 years after that date by virtue of the deterioration of the building due to fair wear and tear

The City of Newcastle (CN) will not:

- make certain demolition or repair orders in relation to the building; or
- take proceedings for an order or injunction requiring the demolition, alteration, addition or rebuilding of or to the building; or
- take proceedings in relation to any encroachment by the building onto land vested in or under the control of the CN.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed.

Your application will be processed after all required fees have been paid. Please refer to our website for [fees and charges](#) information.

Applicant and site details

1. Your name, address etc.

All correspondence will be sent to the **email address** provided unless a 'care of' email address is specified below

Name or company

ABN (required if company).....

Postal address.....

Suburb..... Postcode.....

Phone

E-mail

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company)

Contact person

Postal Address.....

Suburb..... Postcode

Phone.....

E-mail

<p>2. Nominate eligible applicant type</p> <p>Tick applicable</p>	<p>Eligible applicants include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. The owner of the land on which the building is erected <input type="checkbox"/> 2. Any other person having the owner's consent (copy must be attached) <input type="checkbox"/> 3. A purchaser under contract for the sale of the property <input type="checkbox"/> 4. The purchaser's solicitor or agent <input type="checkbox"/> 5. A public authority that has notified the owner of its intention to apply for the certificate <p>Type 1 and 2 applicants must complete section 11 of this form.</p> <p>Type 3, 4, and 5 applicants must provide evidence of role in the process.</p>
<p>3. Location and title description of the property</p> <p>Obtain details from rate notices.</p>	<p>Unit NoHouse NoStreet.....</p> <p>Suburb.....</p> <p>Lot(s)..... Section.....</p> <p>Deposited Plan(s) Strata plan.....</p>
<p>4. Who owns the land?</p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p>Name 1.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Name 2.....Phone.....</p> <p>Address.....Postcode.....</p>
<p>5. Who is responsible for providing CN access to the property?</p>	<p>Name Phone.....</p> <p>Email.....</p>
<p>6. What type of building is it?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Dwelling <input type="checkbox"/> Outbuilding <input type="checkbox"/> Factory <input type="checkbox"/> Shop <p>Other (please specify)</p>
<p>7. Is the property the subject of CN enforcement action?</p>	<p>Is CN currently investigating any matter on the subject property? i.e. building works that are not approved</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If yes, please give details.....</p> <p>.....</p>

<p>8. Do you want a certificate for all of the building?</p>	<p><input type="checkbox"/> Yes, all of the building.</p> <p><input type="checkbox"/> No, only part of the building. Where a certificate for part of the building only is required ensure the area is fully defined, attach a plan if necessary.</p> <p>Which part?</p>
<p>9. Floor area</p>	<p><input type="checkbox"/> Total floor area for which the certificate will be issued?..... m²</p>
<p>10. Required documents</p> <p>Electronic documents only will be accepted</p>	<p><input type="checkbox"/> All applications require a current identification survey of the property. If there is evidence that no material change has occurred in relation to the building since a survey certificate was issued a more recent survey certificate will not be required.</p> <p><input type="checkbox"/> Building site and floor plans are only required for part applications.</p> <p>Other (please specify)</p>

Part 2: Owner's consent and applicant's declaration

11. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owner's consent

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.

Name 1

Signature

Company and legal authority (if applicable)

Name 2

Signature

Company and legal authority (if applicable)

12. Applicant's declaration	<p>I apply for a Building Information Certificate for the building referred to in this application. I declare that all the information given is true and correct.</p> <p>Applicant name.....</p> <p>Signature.....Date.....</p>
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13. Probity Parties include owners, applicants, developers and companies.	<p>Do parties to this application have a pecuniary or non-pecuniary interest with:</p> <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor or contractor of CN? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship.....</p> <p><input type="checkbox"/> No</p>
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Protecting your privacy

The City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 12 Stewart Avenue Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge this application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. Information Certificate) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to applications@ncc.nsw.gov.au
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fees are charged as per CN's [Fees and Charges](#) document.

Your application is not considered lodged until the required fees have been paid.

If the application does not include payment we will contact you when payment is required.

Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

Please note a merchant fee is payable on all credit card transactions. Cheques are to be made payable to The City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: 02 4974 2000

Email: mail@ncc.nsw.gov.au

In Person: 12 Stewart Avenue Newcastle West NSW 2303