

# BUILDING INFORMATION CERTIFICATE (SECTION 6.23) APPLICATION

## About this form

Use this form to apply for a Building Information Certificate issued under Section 6.25 of the EP & A Act indicating as to whether Council will take any action about any unauthorised building work.

## How to lodge this form

Please ensure all fields have been filled out, otherwise Council will be unable to process your application. Once completed, forms can be submitted by mail or in person by appointment at Council's Customer Service Centre.

## Appointment

For applications relating to unauthorised works, please book an appointment to lodge your application with Council's Duty Compliance Officer.

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
Post Locked Bag 2069, North Ryde NSW 1670  
Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
Phone (02) 9952 8222  
TTY (02) 9952 8470  
Fax (02) 9952 8070

## PART 1: APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

|   |  |                                |  |                               |   |
|---|--|--------------------------------|--|-------------------------------|---|
| Company / Organisation<br>If applicable   | <input type="text"/>   |                                |  |                               |   |
| Title                                     | <input type="checkbox"/> Mr  | <input type="checkbox"/> Mrs   | <input type="checkbox"/> Ms  | <input type="checkbox"/> Miss | <input type="checkbox"/> Other  |
| Given Name                                | <input type="text"/>   |                                | Family Name  | <input type="text"/>          |   |
| Address                                   | <input type="text"/>   |                                |  |                               |   |
| Suburb                                    | <input type="text"/>   |                                |  | Postcode                      | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Postal Address<br>If different from above | <input type="text"/>   |                                |  |                               |   |
| Suburb                                    | <input type="text"/>   |                                |  | Postcode                      | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Preferred contact                         | <input type="checkbox"/> Mobile  | <input type="checkbox"/> Phone | <input type="checkbox"/> Email   |                               |   |
| Mobile                                    | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Phone                          | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |                               |   |
| Email                                     | <input type="text"/>   |                                |  |                               |   |

## PART 2: LOCATION OF THE PROPERTY

Site details of the proposed development

|                                     |                              |                             |  |   |
|-------------------------------------|------------------------------|-----------------------------|--|---|
| Address                             | <input type="text"/>         |                             |  |   |
| Suburb                              | <input type="text"/>         |                             | Postcode   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Lot No.                             | <input type="text"/>         | DP/SP                       | <input type="text"/>   |   |
| Is access to the site available?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If No, state why?<br>eg dog, locked gates  |   |
| Contact name for access to the site | <input type="text"/>         | Contact phone               | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |   |

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

|                 |                |                      |             |    |                      |               |   |
|-----------------|----------------|----------------------|-------------|----|----------------------|---------------|---|
| OFFICE USE ONLY | Receipt number | <input type="text"/> | Amount paid | \$ | <input type="text"/> | Date received | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
|-----------------|----------------|----------------------|-------------|----|----------------------|---------------|---|

# PART 3 : OWNER'S CONSENT

Every registered owner of the land must sign this form

**3.a) Type of owner(s)**

Land owner (Torrens title)       Unit owner (Strata title)      **Legal authority**       Purchaser under a contract for the sale of property that comprises or includes the building or part, or by the purchaser's solicitor or agent (Proceed to Q4)

Public Authority that has notified the owner of its intention to apply for the certificate (Proceed to Q4)       Land owner (Company title)      Common seal/ stamp required       Power of attorney       Executor       Trustee       Body corporate

**3.b) Owners address same as location ?\***       Yes      If yes, please proceed to number of owners (3.c)       No

**Address**

**Suburb**       **Postcode**

**Postal Address**   
If different from above

**Suburb**       **Postcode**

**Preferred contact**     Mobile       Phone       Email

**Mobile**

**Phone**

**Email**

**3.c) Number of owners**       **3.d) Consent**      As owner of the land (or legal authority) to which this application relates, I consent to this application. I also consent for authorised City of Ryde officers to enter the land to carry out inspections relating to this application.

**Name of owner 1**

**Signature**       **Date**

**Name of owner 2**

**Signature**       **Date**

**Name of all other owners**

**Signatures**       **Date**

**3.e) Legal authority**

Without ALL the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative or as a Body Corporate, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc). If the owner is a company, this form must be signed by 2 directors or a director and company secretary and the common seal must be stamped on this form if applicable. If the company has a sole director a separate letter stating sole director status on company letterhead to be provided.

**Name(s) of legal authorities**

**Position title / and Company**

**Signatures**

**Date**

**Company / Strata Stamp or seal to be affixed if applicable**

## PART 4 : ABOUT THE BUILDING WORKS

### 4.a) Is the Building Information Certificate for

House only (Whole)

All buildings on the property

House only (Part) - please specify:

Some parts of the buildings on the property - please specify:



### 4.b) Is this certificate required for unauthorised or uncertified work?

Yes

No

Not sure

### 4.c) Type of work

### 4.d) Market value of work \$

### Applications for Building Information Certificate

The following matters must be observed with respect to making application for a building information certificate.

1. The application must take the form of Council's "Building Information Certificate Application" form
2. Submission of a current Survey Report & Plan by a registered surveyor
3. Fees relative to the application are to be paid as set out under the provisions of the Environmental Planning & Assessment Regulation, these provisions are set out below.
4. For illegal and unauthorised work the following documents must be lodged with the application:
  - 2 copies of the architectural plans
  - A Building Code of Australia Compliance Report
  - Drainage Plans
  - Statement of Environmental Effects
  - Structural certificates from a professional engineer
  - Sydney Water - Tap in Approval
  - Other Certification as required including but not limited to
    - Water proofing certificate
    - Glazing Certificate
    - Termite Certificate
    - Smoke Alarm Certificate
    - Installation Certificates
    - Asbestos Clearance Certificate

### Fee for Building Certificate - Application Fee:

For the purpose of Section 6.23(2) of the Act, the approved fee to accompany an application for a Building Certificate in relation to the whole or a part of a building is –

- (a) In the case of a Class I building (together with any Class 10 Buildings on the site) or a Class 10 Building - \$250 for each dwelling contained in the building or in any other Building on the allotment, or
- (b) In the case of any other class of building – as follows:

| Floor area of Building or part                                    | Fee  |
|---|--|
| Not exceeding 200 square metres                                   | \$250  |
| Exceeding 200 square metres but not exceeding 2,000 square metres | \$250, plus an additional \$0.50 per square metre for each square metre over 200     |
| Exceeding 2,000 square metres                                     | \$1165, plus an additional \$0.075 per square metre for each square metre over 2,000 |

- (c) In any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area - \$250.

### Additional fees

- Inspection for work that is unauthorised or uncertified: \$268 plus the fee equivalent to the Development Application fee and Construction Certificate fee or Complying Development Application fee (whichever is relevant), plus the Environmental Enforcement Levy.
- If more than one (1) inspection is required before issuing the certificate: \$90 per inspection.
- Certified Copy of Building Certificate: \$60.00 .

## PART 5 : DECLARATION

5.a) I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Signature (s)

Date