

Building Certificate application



Greater Taree
City Council

Environmental Planning and Assessment Act 1979

Use this form to apply for a Building Certificate under Section 149B of the Environmental Planning & Assessment Act 1979 in relation to the whole or the part of the building identified below.

*Please note that all fields marked with an asterisk are mandatory and must be completed before you submit the form.

Property Details

Lot Number*

Deposited/Strata Plan Number*

Section Number*

Address*

Suburb/Town*

Postcode*

Applicant Details

Applicant(s) Surname/Company*

Given Names*

Postal Address*

Suburb/Town*

Postcode*

Telephone Number*

Mobile Number

Email Address

Contact Details to Access Building

Name

Contact Phone Number

Email Address

Particulars of Building

Type of Building*

Whole or Part of Building*

Describe Part (if applicable)

Floor Area Building\Part (m²)

Supply of Information for Building Certificate Applications

1. We may require additional information including plans, specifications and certificates to determine your application.
2. **Survey Report** - If you are able to provide evidence that no material change has occurred to the building since the last survey, a new survey will not be required. If not, a new survey *will* be required.

Office Use Only

Related Applications DA/CC/CDC

Fee Paid

Receipt Number

CSO Initials

Date

Applicant Authority

Please tick relevant box. Are you:

<input type="checkbox"/> The owner of the building or part?	Owner's consent is required if you ticked any of these three boxes - use next section.
<input type="checkbox"/> The purchaser under a contract for the sale of the property which comprises or includes the building or part?	
<input type="checkbox"/> The owner's solicitor or agent?	
<input type="checkbox"/> A public authority which has, before making the application, served a copy of the application on the owner, notifying of the intention to apply for the certificate?	
<input type="checkbox"/> Any other person having the owner's consent to make the application?	

Owner(s) Consent

Registered Owners Name*

Position*

Signature*

Date*

Registered Owners Name*

Position*

Signature*

Date*

Company Name

Applications cannot be accepted without the full consent of **all** landowners.

- If the owner is a company or owner's association, the application must be signed by an authorised person.
- If you are signing on the owner's behalf as their legal representative, you will need to state your legal authority (eg Power of Attorney, Executor, Trustee) and attach evidence of this authority.
- Applicants in caravan parks require the signature of the park owner.

Applicant's Consent

- I declare that all information in the application is to the best of my knowledge, true and correct.
- I understand that more information may be requested and that additional fees may apply (see note next page).
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- I understand that the information and materials provided may be made available to the public for inspection and copying.

Applicant's Name

Applicant's Signature*

Date*

Fees

For current fees please refer to the Fees & Charges document on our website. **Please note:** Additional fees will apply depending on the building class, the size of the building and in cases where the building work was not approved. You will be notified by the Building Surveyor of any additional fees.

How to lodge this form

Completed form can be:

- Emailed to tareecouncil@gtcc.nsw.gov.au with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post with payment; or
- Lodged at our Customer Service Counter between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

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