



BUILDING CERTIFICATE APPLICATION FORM

*Made under the Environmental Planning and Assessment Act 1979,
Sections 6.22 – 6.26*

Revision No. 04-03-2019

OFFICE USE ONLY

Place Stamp Here

Receipt No:
Date:
Key provided for inspection? Y / N
CSO Initial:

Application No:	Parcel No:
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PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Application is made for a Building Certificate under Sections 6.22 – 6.26 of the Environmental Planning and Assessment Act, 1979 in relation to the whole/part* of the building identified below.

Please indicate by 'X' which of the following is relevant for your application

<input type="checkbox"/>	1. The applicant is the owner of the building or part, or any other person having the owner's consent to make the application
<input type="checkbox"/>	2. The applicant is 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
<input type="checkbox"/>	3. The applicant is a public authority which has notified the owner of its intention to apply for the certificate

INFORMATION TO ACCOMPANY THE APPLICATION

Please indicate by 'X' which of the following is relevant for your application, and submit the applicable documentation.

<input type="checkbox"/>	1. Residential Property	A survey plan that correctly identifies the siting of the subject building on the land.
<input type="checkbox"/>	2. Rural Property	A survey plan or other information identifying the siting of the subject building on the land.
<input type="checkbox"/>	3. Property Purchase	A copy of a contract of sale is to accompany the application if the applicant is the purchaser, or a solicitor, or agent of the purchaser.

Note: Other Information may be required upon request such as building plans, specifications, and other certificates (e.g. structural engineer certificate).

IDENTIFICATION OF BUILDING

Description & Location of Land

Unit No	House No	Street
Suburb		Parish
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)
Side of Street		Nearest Cross Street

Particulars

Type of Building	<i>Please indicate by 'X'</i>	Whole	Part
Floor area of building/part	Description of part		

ACCESS TO BUILDING

Please provide a contact person to arrange access inside the building and phone number. Council will not inspect occupied premises unless accompanied by the property owner or representative. Where the building is vacant, a key allowing access to the building is to be provided to Council's Customer Service before an inspection will be undertaken.

Name	Telephone
Is the building vacant?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, has a key allowing access to the building been provided to Council's Customer Service?

Yes

PART 2 – DECLARATION

APPLICANT DETAILS

Name			Company		
Postal Address:	No.	Street			Telephone
Suburb		State	Post Code	Mobile	
Email			Customer Reference		
Signature(s)					
Name & Title of Person signing <i>(Please print)</i>					

OWNER(S) DETAILS AND CONSENT

The consent of the owner of the building or part is required, except where:

- The applicant is 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*
- The applicant is a public authority which has notified the owner of its intention to apply for the certificate*

Name(s)			Company		
			Position Title		
Postal Address:	No.	Street			Telephone
Suburb		State	Post Code	Mobile	
<i>I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.</i>					
Signature(s)					
Name & Title of Person signing <i>(Please print)</i>					

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

OR

General Manager
Cessnock City Council
DX 21502
CESSNOCK

Payment Method

By mail - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person
(between 9am – 4.30pm) at
Council’s Administration Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application

Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

Duty Officers are available weekdays:

Planning - 9am to 5pm
Building - 9 to 10am & 1 to 5pm

Fees

Fees are calculated in accordance with Council’s adopted fees and charges.

If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number: