



BUILDING INFORMATION CERTIFICATE APPLICATION FORM

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

Revision No 31-08-2020

OFFICE USE ONLY

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

Application No:	Parcel No:
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APPLICATION DETAILS

INFORMATION FOR APPLICANT

Application is made for a Building Information 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. Note: This application relates to a single building. A separate application is required for each building to which a Building Information Certificate is sought.

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 and 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 Relations Team before an inspection will be undertaken.

Name	Telephone		
Is the building vacant?	Yes	No	
If yes, has a key allowing access to the building been provided to Council's Customer Relations Team?	Yes		

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 (Please print)			

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/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.			
Signature(s)			
Name(s) and Title(s) of person signing (Please print)			

PRIVACY NOTIFICATION

Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) in dealing with your personal information. [Council's Privacy Management Plan](#) and [Privacy Statement](#) describe how the agency meets these obligations. Personal information is being collected for the purpose of processing your application in accordance with the *Environmental Planning and Assessment Act 1979* (NSW) and the *Environmental Planning and Assessment Regulation 2000* (NSW). This includes notification and advertising purposes, and consultation with other NSW government agencies in relation to your application. By providing your personal information you agree for Council to share it from time to time with a third party to conduct customer research or satisfaction surveys relating to your application in order to improve Council processes. You also agree that Council may use your personal information from time to time to contact you and notify you of legislative and other amendments that may have an impact on you. Delegated Council officers and agents acting on behalf of Council will be the recipients of your personal information. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. Your personal information will be kept securely in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au.

LODGE MENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

Payment Method

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

Lodge in person (between 9am – 4pm) at Council's Administration Building

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

You will need to spend some time with a Customer Relations 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.

Lodge via email

council@cessnock.nsw.gov.au

How to Contact Us

Phone: 02 4993 4100

Fax: 02 4993 2500

www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
Payments are accepted until 4pm

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 Relations Team on telephone 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 Customer Relations Team using a call in or call back facility.

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

Payment

Contact Name:

Payment

Contact Phone Number:

