



All communication addressed to:
General Manager
Shellharbour City Council
Locked Bag 155, Shellharbour City Centre, NSW 2529

PHONE: 02 4221 6111
FAX: 02 4221 6016
DX 26402 Shellharbour City Centre
EMAIL: records@shellharbour.nsw.gov.au
WEB: www.shellharbour.nsw.gov.au

BUILDING CERTIFICATE APPLICATION

Environmental Planning & Assessment Act 1979, Sect 149A

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Application form to be lodged with TWO copies of a current survey certificate and appropriate fees.

Applicant Name/Company: _____

Address/DX: _____

Our Ref: _____ Phone: _____ Fax: _____

Applicant's Authority:

I hereby apply for a Building Certificate in relation to the building(s) described in this application.

Signature of Applicant: _____ Date: _____

OWNER'S CONSENT:

Signature of Owner: _____ Date: _____

An application for a building certificate may be made:

- by the owner of the land on which the building is erected
- by any other person, with the consent of the owner of that land
- by the 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
- by a public authority that has notified the owner of its intention to apply for the certificate.

IDENTIFICATION OF BUILDING (Please complete all sections)

Location:

House No, Unit No. or Name: _____ Street: _____

Side of Street: _____ Nearest Cross Street: _____

Particulars:

Type of Building: _____ Classification: _____

Whole/Part: _____ Description of Part (if applicable): _____

Owner: _____

Description of Land:

Lot or Portion No: _____ Section: _____ Deposited Plan, Strata Plan or Estate: _____

Lease No. and Type of Holding (if Crown Land): _____

District, Town or Village: _____

County: CAMDEN

Parish: TERRAGONG/JAMBEROO

PRESCRIBED FEE TO ACCOMPANY APPLICATION

a. Class 1 building (together with any Class 10 buildings on the site) or a Class 10 building	\$250
b. In the case of any other class of building – as follows:	
<i>Floor area of building or part</i> not exceeding 200m ²	\$250
Exceeding 200m ² but not exceeding 2,000m ²	\$250
Plus an additional 50 cents per square metre for each square metre over 200	
Exceeding 2,000m ²	\$1,165.00
Plus an additional 7.5 cents 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
d. Where it is reasonably necessary to carry out more than one inspection of the building before issuing a building certificate, a payment of an additional fee is required	\$ 90
e. Fee for copy of a building certificate	\$ 13
f. Fee for work without consent as described in clause 260(3A & 3B) <i>Environmental Planning & Assessment Regulation 2000.</i>	\$As Advised

BUILDING SURVEYOR’S RECOMMENDATION

Is any additional information required (eg building plans, survey reports and certificates)? YES/NO
Is a Town Planning comment required? YES/NO

Comment: _____

- Issue certificate
- Issue certificate with letter, re: _____
- Defer certificate, re: _____
- Refuse certificate and serve order, re: _____

Building Surveyor: _____ Date: _____

YOUR PRIVACY

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our *Privacy Management Plan* on our website www.shellharbour.nsw.gov.au or contact our Privacy Officer on 4221 6111. Information leaflets are also available at all offices and libraries.

OFFICE USE ONLY

BC No: _____ Property No: _____ Zoning: _____

Survey Report Prepared By: _____ Date: _____

Associated BA’s, DA’s, BC’s _____

Fees: (Code 039) _____ **Amount Paid:** _____

Receipt No: _____ Date: _____

THIS PAGE IS NOT TO BE SCANNED

All hardcopies to be destroyed according
to procedures

BUILDING CERTIFICATE APPLICATION

Credit Card Details

Please charge my: Master Card Visa

Card Number _____ Expiry Date __ / __

Card Holder's Name _____ Amount \$ _____

Signature _____ Phone (____) _____

Billing
Address _____

THIS PAGE IS NOT TO BE SCANNED