

BUILDING CERTIFICATE APPLICATION FOR SALE OF PROPERTY

made under the Environmental Planning and Assessment Act 1979 (Section 149D)

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property, Applicant & Owner Details

1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:
Property access contact	name	phone:

2. Applicant details

Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address	suburb:	postcode:
Contact details	home phone:	office phone:
	mobile	fax :
	email:	date:

Note: Applicant is required to sign the last page of this application.

3. Applicant's authority

Please tick (✓)

<input type="checkbox"/>	public authority	<input type="checkbox"/>	under contract
<input type="checkbox"/>	owner (see below)	<input type="checkbox"/>	with owner's consent (see below)

4. Owner's details

Full name/company and contact person	family name (or company):	
	full given names:	
Postal address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone:	fax:
	email:	

Note: Signatures of all registered are required on the last page of this application. Without the signatures of all registered owners Council cannot accept this application.

OFFICE USE ONLY

Reference:

Date:

BC Fee: \$

Receipt #:

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PART 2 - Building Details

5. Building description

Description of building/
part requiring certifica-
tion

Floor area of building (m²):

Please tick (✓)

Certificate required for whole building

yes

no

Certificate required for part of building

yes

no

Part 3 - Accompanying Documentation & Fees Checklist: SALE OF PROPERTY

6. Certificate fees

Please tick (✓)

Dwelling fees

\$250.00

Other types of buildings
(Class 2 - 9 of the BCA)

1. Where the floor area of the building or part does not exceed 200 m².

\$250.00

2. Where the floor area of a building or part is between 200 - 2000 m².

\$250.00 plus an additional \$0.50 per m² over 200 m².

3. When the floor area of a building or part exceeds 2000 m²

\$1165.00 plus an additional \$0.075 cents per m² over 2000 m²

4. for part of a building that does not have a floor area (e.g. external wall)

\$250.00

Additional fees

Council is required to carry out more than one inspection of building before issuing a Building Certificate. This is an additional fee of \$90.00. Additional copies of Building Certificates are charged at \$13.00 and an urgency fee of \$110 applies if desired.

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Part 3 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Registered Survey Plan	Prepared by registered surveyor indicating all structures and setbacks as of the date of application	1		
1	Supporting Documents		1		

PART 4 - Digital Requirements

7. Digital requirements

To assist Council in record keeping and processing your application all documentation (including written documents) are required on a digital data disc i.e. CD-ROM, DVD-ROM.

File format requirements:



One PDF file should contain all plans and drawings (excluding internal residential floor plans)

i.e. survey plan, etc in the same single file.



Each additional accompanying document requires a separate PDF file e.g. application form, etc. each in separate files.

File name requirements:

Files named as follows: **Document Type - Property Address**



Application Form - 30 Darcy Street Parramatta.pdf



Registered Survey Plan - 30 Darcy Street Parramatta.pdf



Supporting Documents - 30 Darcy Street Parramatta.pdf

For the full list of mandatory naming conventions see:

www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge

My disc contains files which are named correctly and their content exactly matches hardcopies submitted with this application:

yes

no

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PART 5 - Applicant Declaration

8. Applicant declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

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

Applicant's signature

date:

PART 6 - Owner's Consent

9. Owner consent

One or more of the owners is an employee/Councillor or relative of an employee/Councillor of Parramatta City Council.

yes

no

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

In the case of an owners corporation, a seal is required, or if crown land, written authorisation of the relevant statutory authority.

Owner's signature(s)

date:

date:

date:

date:

PART 7 - Council Officer Declaration

10. Officer declaration

I declare that this application is, to the best of my knowledge, complete including owner's consent and that all accompanying documentation outlined in the checklist on page 3 has been checked including digital requirements .

Officer's name/signature

Notes/Comments

date: