

ACCESSING BUILDING INFORMATION CERTIFICATES (Unauthorised Works)

You can now view applications for Building Information Certificates lodged for Unauthorised Works on a property that are either under assessment, or have been issued. Access to these applications is via Council's DA Tracking system or Council's Online Mapping tool.

PROPERTY SEARCHING VIA DA TRACKING

Go to the [DA Tracking](#) home page and click the link "[Search DA Tracking](#)".

This will take you to the page where you can enter the property details



Once on the DA Tracking page, enter in the property number, street name and suburb.

It will not work without the suburb being entered.

However, it will work with just the street number and suburb, or just the street name and suburb.

Once you enter your details and click "Search", it will bring up your results.

Street No From

Street No To

Street

Street Type

Suburb

Plan No

Plan Type

Lot No

To view details for the relevant application, click the blue application number hyperlink and it will bring you to a page with details for that application - there is no access to any documents – this is still only available via a [GIPA application](#)

Application Search Results

Application Link	Lodgement Date	Description	Group Description	Category Description	Formatted Address
eBCU00 /21	11/05/2021	Building Certificate	Building Certificates	Building Info Certificate (Unauthorised Work	WAHROONGA NSW 2076
CCPCA	10/02/2017	CC for New dwelling	- Application	Construction Certificate CC - Private Certifier	WAHROONGA NSW 2076

If you click the blue address link it will bring up a page showing the Legal Description, to confirm you are looking at the correct property, and will also show any other applications that have been issued, or are under assessment, on that property. You will still only be able to view documents for DA's – for access to CDC, CC and Building Information Certificates you will need to lodge a [GIPA application](#) to view any accessible documents.

PROPERTY SEARCHING VIA ONLINE MAPPING

There are two ways to access Council's Online Mapping system:

Go to the [Online Map Viewer](#) homepage and click the link "[View web map](#)."



OR

Via the [DA Tracking](#) homepage – click the link "[Search DA Mapping](#)"



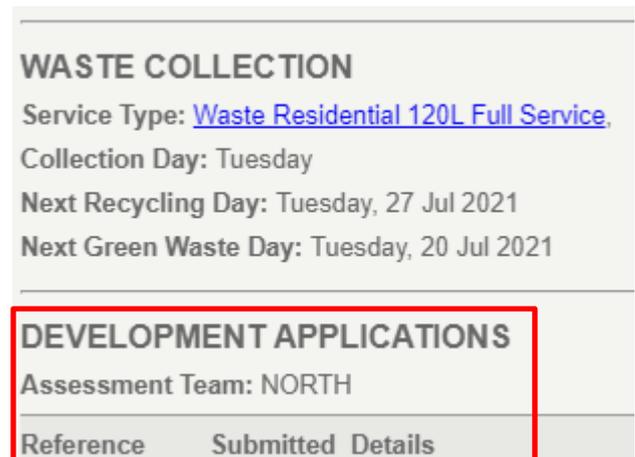
Once on the Online Mapping page:

Search for the address in the search box at the top left hand of the screen. As you start typing the address it should begin to auto fill from the possible results.

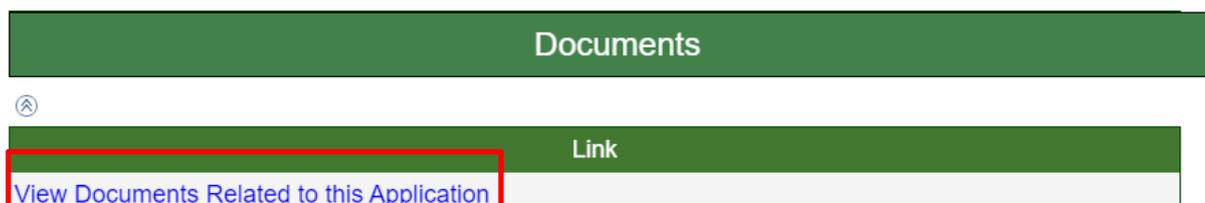
Once the correct address pops up, click the result and this will bring up the details for that property. On the left hand side of the screen will be a column showing information relevant to the selected property - this information will show a street view image, property and waste collection details, and other associated information, including applications on that property:

If you scroll down, you will come to the section that shows applications on that property (those that are viewable on the Online Mapping system) – this will include Building Information Certificates (Unauthorised Works), if there are any lodged for that property

From the Online Map Viewer, you can also link back to the application in DA Tracking, by clicking the application number hyperlink:



This will take you to a new window and the Application Details. If you scroll down this page there will be a section to "View Documents Related to this Application:



However, there is no access to any documents for Building Information Certificates (Unauthorised Works) – this is still only available via [GIPA application](#)

