



APPLICATION FOR BUILDING INFORMATION CERTIFICATE CHECKLIST

IMPORTANT

Please read the following information prior to lodging your request for a Building Information Certificate with Council.

An application may be lodged by:

1. The owner of the building.
2. A person having the owner's consent (written consent must be attached to the application).
3. A purchaser under a contract for the sale of the property (copy of contract required).
4. A purchaser's solicitor or agent.
5. A public authority which has notified the owner of its intentions to apply for the certificate (owner's consent is required).

DESCRIPTION OF WORKS

A detailed description of the unauthorised works is to be clearly indicated in the Building Information Application.

SITE INSPECTION

The Building Information Certificate application process will require a site inspection by a Council Officer, which includes all internal parts of the dwelling and any other structure such as garden sheds and swimming pools. This is to check for unauthorised building works, smoke alarm/s, compliance with the Building Code of Australia as well as the swimming barrier (if applicable). The Council Officer will contact you after the application has been lodged to arrange a suitable time and date.

PRIVACY POLICY

The information you provide in this application will enable your application to be assessed by Kuring-gai Council. If the information is not provided your application may not be accepted. The application can potentially be viewed by members of the public. Please contact Council if the information you have provided in your application is incorrect or changes.

CHECKLIST

Please attach all relevant information with the application to ensure prompt processing of the certificate.

Type A - "*Std Building Info Certificate (SALES only – w/OC)*"

For sale of property or similar reason.

***An Occupation Certificate must be issued from the Principal Certifier for the dwelling and/or other structures. If it is not available for any reason, a Type B Building Information Certificate should be applied for.**

Type B - "*Building Info Certificate (Unauthorised Work)*"

For unauthorised structures or works, or when an Occupation Certificate is unable to be provided.

Note 1: As various disciplines are involved in the assessment of applications Under Option B, the assessment time may be extended to enable a full and proper determination of the subject works. This assessment may result in additional information being required. It will require additional fees, as per Council's current schedule of [Fees & Charges](#).

Type A – Sale of Property or similar	✓ Included
1. Attach a copy of the front page of contract of sale (if applicable).	
2. Attach a current identification survey and summary report issued by a registered surveyor. This should show all up-to-date structures on the site.	
3. If you are NOT the owner, remember to include a document signed by them with their consent.	
4. Attach a copy of the Occupation Certificate for the dwelling and/or other structure/s	

Type B – Unauthorised Works or Structures	✓ Included
1. Provide a description of the works undertaken and the contract value. Provide total cost estimate of labour and materials (architect estimate or licenced builders quote).	
2. Attach a current identification survey and summary report issued by a registered surveyor. This should show all up-to-date structures on the site.	
3. Attach a detailed site survey prepared by a registered surveyor clearly showing the location of the unauthorised structures and/or unauthorised works in relation to the existing structures on the property, and any nearby structures on adjacent properties together with side setbacks to walls and eaves, floor levels and ridge levels. Details of easements and restrictions are to be indicated.	
4. Works as constructed site, floor and elevation plans, these plans must be drawn to scale 1:100 and include floor, ridge levels as well as side, rear and front setbacks prepared by a suitably qualified professional e.g. architect/draftsman and clearly annotate (in colour/highlight) the unauthorised structures and/or works as well as the existing approved structures and works on the land. Note, for retaining walls the elevations must include RL ground level and top of wall RL.	
5. Where the building certificate relates to unauthorised works provide certification as to the structural adequacy of the structures and/or works as built. All built structures will require certification as to their structural integrity by a suitably qualified practicing structural engineer. All earthworks and foundations will require certification by a qualified and experienced geotechnical engineer as to their adequacy. Structural detail drawings if available to be provided.	

<p>6. Provide a report from a suitably qualified Building Code of Australia consultant, detailing the building's compliance with the provisions of sections C, D, E, F, G, I and J (Class 2-9) and Part 3.1 to 3.12 (Class 1 & 10 buildings) of the Building Code of Australia (NSW variations) together with any recommending upgrading works and works scheduling. The report is to include a summary of all non-compliance issues and a recommended fire safety upgrading strategy.</p>	
<p>7. Where the certificate relates to unauthorised works, provide a statement of environmental effects. This is a written statement, which demonstrates the applicant has considered the impact of the development on the natural and built environments. The statement of environmental effects must address the relevant controls in the Kuring-gai LEP 2012 or 2015 and/or State Environmental Planning Policy ((Exempt and Complying Development) 2008 or (Affordable Rental Housing 2009)) and all associated Development Control Plans and policies relevant to the subject works.</p>	
<p>8. Provide an arborist report prepared by a qualified landscape architect where trees are within 3 metres of the subject works.</p>	
<p>9. Bushfire prone locality – a bushfire control report will be required in bushfire prone areas.</p>	
<p>10. Copy of the Builder's Home Warranty Insurance Certificate or Owner Builders Permit.</p>	
<p>11. Swimming pool (if applicable) – show levels of pool coping and surround ground surface to Australian Height Datum (AHD) on site plan/elevation sections. Pool fencing, gate and filter box position must also be shown on the plans.</p>	
<p>12. BASIX certificate required for works over \$50,000.</p>	
<p>13. If you are NOT the owner, remember to include a document signed by them with their consent.</p>	