



Application for Building Information Certificate

If you need assistance completing this form please telephone Council on (02) 6632 1611.

PART A: Applicant information

Applicant Name:		
Address:		
Contact Phone:	H:	M:
Email address:		
Applicant role:	<input type="checkbox"/> Property owner <input type="checkbox"/> Solicitor <input type="checkbox"/> Real estate agent <input type="checkbox"/> Other (please specify): _____	

PART B: Premise details

Building type:	
Lot/Sec/DP number:	
Street address:	
Description of unauthorised building work (include whether the works involve whole or part of a building and total floor area in m ²):	

PART C: Current approvals and certificates

Do you have a current development consent for the building work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please provide DA or CDC number:	
Do you have a current Construction Certificate for the building work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date when building work commenced:	
Are the works currently the subject of a compliance investigation by Council	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, please provide details:	

PART D: DOCUMENTS TO SUPPORT APPLICATION

The following plans and reports are required to be provided with your application. Please note, if the following plans and reports are not provided, processing of your application may be delayed due to lack of information.

Site plan	<input type="checkbox"/> YES
Floor plan	<input type="checkbox"/> YES
Elevation plan	<input type="checkbox"/> YES
On-site drainage/wastewater plans	<input type="checkbox"/> YES
Structural engineering report	<input type="checkbox"/> YES
<i>For commercial buildings classified by the NCC BCA as a class 2-9 building: A Fire Safety Schedule or building plan indicating the essential fire safety measures installed within the building. For all new fire safety measures installed please also provide a copy of all Fire Safety Certificates.</i>	<input type="checkbox"/> YES

PART E: Inspections

Have the works been inspected by a structural engineer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you consent to a Council officer inspecting the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide a contact phone number to arrange an inspection:		

PART F: Owners Consent

This application form cannot be lodged without the property owner's consent.

Property owner name:			
Residential Address:			
Contact Phone:	H:	M:	
Email address:			
Signature:		Date:	

PART E: Declaration

I, the undersigned wish to lodge this application for a section 149D certificate. I confirm that all plans and reports listed in Part D of this application form are included with the application. I declare that all information included in this application form is true and accurate to the best of my knowledge.

Applicant signature: _____ Date: _____

How to lodge this application

Applications can be submitted in person at the Kyogle Council Administration Building, 1 Stratheden Street, Kyogle, via email to council@kyogle.nsw.gov.au, or via post to PO Box 11, Kyogle, NSW, 2474.

Payment methods

Payment must accompany this application. Payment can be made via direct bank deposit (see below account information), cheque or credit card (0.6% surcharge applies) by phoning Council on (02) 6632 1611. When making payment by direct bank deposit please email remittance advice to council@kyogle.nsw.gov.au including applicant name and s149D Building Certificate in the email.

Account name: Kyogle Council BSB: 062-563 Account number: 00000011

Privacy: Kyogle Council is collecting the personal information on this form for the purposes of assessing eligibility for a 149 Building Certificate. This information will not be disclosed to another party except as required by law.

OFFICE USE ONLY: Receipt No: _____ Date: _____ AMOUNT PAID: _____