

## Application for a Building Information Certificate

### Information for the applicant

- To minimise delay in receiving a decision about the application, please fill in all sections and ensure all relevant information and documents are provided.
- Once completed, this application form should be submitted to Queanbeyan-Palerang Regional Council for determination.

### SECTION A. Details of the land

Unit/Street no.

Street Name

Locality

State

Postcode

Lot

Section

Deposited Plan (DP)

**Briefly describe** the building/s for which the certificate is required (If part of a building – please describe clearly)



### SECTION B. Survey certificate (if required)

The Survey Certificate provided fully describes all buildings and structures to which this application relates.

Enclosed is Survey number:

Prepared by:

And dated:

### SECTION C. Details of the applicant

Mr  Ms  Mrs  Dr  Miss  Other:

Contact person

Company (If applicable)

Address

Suburb or town

State

Postcode

Phone

Email

Signature of Applicant

Date

### SECTION D. Owner's consent

If the land is part of a Community Title or Strata Scheme then the Community Associated/Body Corporate must also consent to lodging the application.

If the owner is an organisation/company the Authorised Officer and/or Director(s) must authorise the submission of the application. Attach a signed letter on the organisation or company letterhead.

The owner(s) must sign the following statement:

As the owner(s) of the above property, I/we consent to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this application. I/we undertake to take all necessary steps make access available to the property to enable the inspection to be carried out.

Owners Signature/s

Owner Name/s

Date

## SECTION E. Delivery of the application

Applications must be delivered by hand or post to one of the options below:

256 Crawford Street, Queanbeyan, NSW 2620  
PO Box 90, Queanbeyan, NSW, 2620

10 Majara Street, Bungendore, NSW 2621  
PO Box 348, Bungendore NSW 2621

144 Wallace Street, Braidwood NSW 2622

By email

[council@qprc.nsw.gov.au](mailto:council@qprc.nsw.gov.au)

## SECTION F. Date of Receipt of Application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on

## SECTION G. Fees Applicable (Office use only)

Application fee:

Unauthorised building fee:

Total fee:

Receipt number:

Date processed:

Initials of processing officer:

**SECTION H. Report of Building Surveyor - Inspection Details (Office use only)**

**Classification of building/s** \_\_\_\_\_

**Whole or part** \_\_\_\_\_

- Building Application number:

\_\_\_\_\_

- Development/Complying Development Application number:

\_\_\_\_\_

- Survey Certificate number:

\_\_\_\_\_

- Other:

\_\_\_\_\_

- Date of Inspection:

\_\_\_\_\_

- Does the building appear to be structurally sound?

\_\_\_\_\_

- Are essential services in place?

\_\_\_\_\_

- Are smoke detectors installed?

\_\_\_\_\_

- Are there any significant non-compliances with the BCA?

\_\_\_\_\_

- Is stormwater drained satisfactorily?

\_\_\_\_\_

- Is the ORG open to air?

\_\_\_\_\_

- Is the building clear of easements?

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- Is the building likely to have detrimental impacts on neighbouring properties?

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- Is comment required from a town planner or development engineer?

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- Have any complaints been received in relation to the building/s?

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- Does the application need to be notified to neighbouring properties?

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- Does the survey report cover the relevant building/s?

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**Additional comments:**

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**Are there any matters discernible which would entitle the Council to make any orders pursuant to Section 149D of the Environmental Planning and Assessment Act 1979?**

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**SECTION I. Recommendation (Office use only)**

Issue certificate?

Refuse certificate?

Signature – Building Surveyor:

Date: