

APPLICATION FORM



Building Information Certificate Application

Certificate Number. C- _____ Date of Lodgement _____

NSW Planning Portal reference BIC - _____

Note:

Lodgment via the NSW Planning Portal www.planningportal.nsw.gov.au

Planning Portal queries: PH: 1300 305 695 OR Email: info@service.nsw.gov.au

PREMISES DETAILS

Address: _____

Suburb: _____ Postcode: _____

Lot number and DP/SP: _____

Application relates to the whole or part of a building: _____

Description: _____

BCA classification: _____ Floor Area (m²): _____

APPLICANT'S DETAILS

This application is made by: (tick whichever is applicable)

- ☐ the owner of the land on which the building is erected (*owner **must** complete Owners Consent section of page 3), or
- ☐ any other person, with the consent of the owner of that land, or
- ☐ the purchaser (or the purchaser's Australian legal practitioner or agent) under a **contract for the sale** of the property or includes the building, or part (**copy of page 1 of the contract must be attached**), or
- ☐ a public authority that has notified the owner of its intention to apply for the certificate.

Name: _____ ABN (if applicable): _____

Address: _____ Postcode: _____

Phone: _____ Mobile: _____

Email: _____

Contact Name for access: _____ Mobile: _____

FOR COUNCIL USE

Total	Receipt Number	Date	Time	Initials
Building Information Certificate - Cashier Code 705				

NORTH SYDNEY COUNCIL

Building Information Certificate Application**SALE OF PROPERTY**

Does this Building Information Certificate application relate to a property sale? ☐ Yes ☐ No

Have you provided a survey certificate that shows the current building ☐ Yes

UNAUTHORISED OR UNCERTIFIED BUILDING WORKS

Does this Building Information Certificate application relate to unauthorised or uncertified building works? ☐ Yes ☐ No

If yes, what is the market/contract value of the building work undertaken? \$

Detailed description of building work?

Has Development Consent been granted for the building works? ☐ Yes ☐ No

If yes, provide: DA/ CDC Number: Date issued:

Has a Construction Certificate been issued? ☐ Yes ☐ No

If yes, provide: CC Number Date issued:

Have you provided a survey certificate that shows the current building ☐ Yes

Have you provided a structural engineering certificate confirming the structural adequacy of the building work ☐ Yes

Have you provided a set of architectural plans including a site plan, floor plan, elevation plan and section plan of the building work ☐ Yes

Have you provided a BCA Assessment Report prepared by a Registered Certifier that assesses the building work, in a clause-by-clause manner against the Building Code of Australia. ☐ Yes

Have you provided a Statement of Environmental Effects that includes a detailed description of the building works and demonstrates how the building works comply with the relevant Development Standards and Controls specified in the North Sydney LEP 2013 and North Sydney DCP 2013 ☐ Yes

PLEASE BE ADVISED:

Failure to provide ALL the abovementioned information will result in your application being returned.

Building Information Certificate Application

OWNERS CONSENT

Every owner of the land must sign this form. Owner

When work affects a joint wall, consent of both property owners is required (eg. semi-attached or terrace dwelling).

If the owner is a company, the form must be signed by an authorised director, **and the common seal must be stamped on this form.**

If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Only unit owner's signatures are required if the application is for structures contained wholly within the cubic space of the unit.

Address

Signature(s)

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

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Without the owner's consent, **we will not accept the application****. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. power of attorney, executor, trustee, company director etc).

** Owners consent is not required under a current Contract of Sale, signed by the vendor or their agent.

PRIVACY STATEMENT

North Sydney Council is collecting your personal information for the purpose of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of the Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

Building Information Certificate Application**FEES FOR 2025/2026**

Building Class & Applications purpose	Fee
Class 1 and 10 building (sale of property)	\$510.00
Class 2- 9 building (sale of property)	\$1,100.00 plus \$0.15 per m2 of floor area
Class 1 and 10 (unauthorised or uncertified works)	0.5% of cost of works Min. Fee \$2,000.00
Class 2-9 (unauthorised or uncertified works)	0.7% of cost of works Min. Fee \$3,500.00
Unauthorised works notification fee	\$532.00
Re-inspection fee	\$111.00

IMPORTANT INFORMATION

Pursuant to Section 6.26 of the *Environmental Planning and Assessment Act 1979* - On receipt of an application, the council may, by notice in writing served on the applicant, require the applicant to supply it with such information (including building plans, specifications, survey reports and certificates) as may reasonably be necessary to enable the proper determination of the application.

Pursuant to Section 6.26 of the *Environmental Planning and Assessment Act 1979* - If the applicant is able to provide evidence that no material change has occurred in relation to the building since the date of a survey certificate which, or a copy of which, is supplied to the council by the applicant, the council is not entitled to require the applicant to supply a more recent survey certificate.

Expected turnaround time is 21 working days. A longer assessment time may result where the information submitted is unsatisfactory, and where further inspection is required. An inspection of the building or part thereof will be required (**provide contact details so an inspection may be organised**). Council officers will also need to review all building records relevant to the application, which may require retrieval from archives.

If all information requested within this BIC Application Form is not provided, Council may return the application.

A building Information Certificate is not a form of Planning Approval and is not a substitute for an Occupation Certificate.

Additional unauthorised development **MUST NOT** be carried out in conjunction with the BIC application. All relevant Planning Approvals (DA, CC, CDC) for proposed future works (including but not limited to BCA upgrades and the like), must be obtained prior to any such building work being carried out.