



Building Information Certificate

Application Lodgement Checklist

| Required Information for Lodgement – General | N/A | Applicant Check | Officer Check |
|---|----------------------|----------------------|---------------|
| Completed Building Information Application Form | | | |
| Payment of Application Building Information Certificate Fees <i>Note: If illegal building works additional DA/CC fees will apply</i> | | | |
| Survey Report <i>Prepared by a registered surveyor and detailing the structure subject of application in relation to site boundaries and other structures on the site</i> | | | |
| Set of Plans – 1 copy to be provided (Site plan - Scale 1:200, floor plan, elevations and sections scale 1:100) <i>Outline proposed subject of Building Information Certificate</i> | | | |
| For works constructed without prior approval, as a guide, the following additional information may be required | | | |
| NOTE: additional information may be required during assessment process | | | |
| Plans - Plans shall be to the standard required for lodgement of DA/CC | | | |
| Statement of Environmental Effects - SoEE shall demonstrate compliance with all of the relevant LEP and DCP controls for the structure of the property | | | |
| Estimate of costs of the works - Based on the Rawlinson Construction Cost Guide 2023 | | | |
| Evidence of payment of Long Service Levy – estimated cost of works exceeding \$250,000 and is calculated at 0.035% of the cost of works | | | |
| BASIX Certificate – Applicable to dwellings, residential construction works exceeding \$50,000 or swimming pools which exceed 40,000 litres | | | |
| Structural Engineering Certification – Prepared by an Accredited Structural Engineer and is to certify the structure is structurally adequate | | | |
| Insurance (Home Owners Warranty or Owner Builders Permit) <i>With clarification of builder's details who carried out the work</i> | | | |
| Bushfire Report (if property located within a bushfire prone area) <i>Report shall detail required Bushfire Attack Level applicable and confirm if structure complies or detail upgrading works required</i> | | | |
| Copy of Approval to operate system of on-site sewage management <i>Required if works involved new/alteration to existing on-site disposal system &/or where works increased the amount of bedrooms for a residence</i> | | | |
| Component certificates (where applicable) – examples below <ul style="list-style-type: none"> • Smoke alarm installation certificate from the installation licensed electrician, certifying compliance with AS3786 & NCC-BCA • Certification of installation for the waterproofing membrane certifying compliance with AS3740 • Certification from the plumber that the stormwater lines comply with AS3500.3 & NCC-BCA – accompanied by a drainage diagram. • Termite management system installation certificate AS3660.1 & NCC-BCA Vol 2 Part 3.4. | | | |
| For works that include a swimming pool or swim spa | | | |
| Evidence of registration on NSW Swimming Pool Register | | | |
| Evidence of Swimming Pool Barrier Compliance Certificate | | | |
| Property subject to enforcement action - discussions with Council | | | |
| Development Officer Name | Signature | Date | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |