



# Building Information Certificate

## Application Lodgement Checklist

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