

UNDER SECTION 6.26 of the ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Application No.	Date:
Receipt No.	Fee Paid:

SECTION 1 - REASON FOR BUILDING CERTIFICATE LODGEMENT

<input type="checkbox"/> Unauthorised Building Works (See Note 1)	Value of Works:
Description of Works:	
<input type="checkbox"/> Other: eg. Sale of property etc. (See Note 2)	

PARTICULARS: (PLEASE TICK)

<input type="checkbox"/> Dwelling Only
<input type="checkbox"/> All Building on the Land
<input type="checkbox"/> Other eg. Commercial
<input type="checkbox"/> Part of Building. Description of part:

SECTION 2 - IDENTIFICATION OF BUILDING

Building Class: (2a to 9b only). For Schedule of Fees and explanation of Building Classes 1 & 10, please see reverse side of form.

Gross Floor Area:	M ²
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SECTION 3 - LOCATION

House /Unit No.	
Lot:	DP:
Street:	
Suburb:	Post Code:
Nearest Cross Street:	
Side of Street:	

SECTION 4 - APPLICANT'S DETAILS

Name:											
Address:											
Suburb:	Post Code:										
Phone (H):	Phone (W):	Mobile:									
Email:											
Signature:	Date:										

THE HILLS SHIRE COUNCIL

3 Columbia Court, Baulkham Hills NSW 2153
PO Box 7064, Baulkham Hills BC 2153

Phone 02 9843 0555 Email council@thehills.nsw.gov.au
Facsimile 02 9843 0409 www.thehills.nsw.gov.au

SECTION 5 - CONTACT FOR ACCESS TO INSPECT

Name:	Phone:
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SECTION 6 - THE APPLICANT IS: (PLEASE SELECT)

<input type="checkbox"/> a) the owner of the building/part of a building or any other person having all listed owner's consent to make application;
<input type="checkbox"/> b) the purchaser under a contract for the sale of the property, that comprises or includes the building or part, or the purchaser's solicitor or agent;
<input type="checkbox"/> c) a public authority that has notified the owner of its intention to apply for the certificate.

SECTION 7 - CONSENT OF OWNER

NOTE: Signed consent is not required if the applicant has selected (b) from the options listed above.

I/We _____ of _____ Being the owner/s consent to the lodgement of this application.
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Signature of ALL owners:	Date:
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NOTE: If the owner is a company or Owners Corporation, its common seal must be stamped over the signature/s otherwise the Managing Director must sign and clearly indicate the A.C.N.

NOTE 1: The following items must be provided to make an application for a Building Information Certificate for unauthorised works:

- A. Details of the as-built structure including site plan and elevations
- B. Fees relative to the application are to be paid as set out below:-

FEES: (Unauthorised Building Works)

Section 6.23(2) of the Environmental Planning & Assessment Act, 1979 (EPA) and Section 260 of the EPA Regulations 2000 provides that the maximum fee to be imposed is the standard lodgement fee of \$250.00 plus an additional fee that is calculated from the cost of the building works that would be equivalent to the maximum fee of a combined development application/construction certificate. (Please contact Council for the calculation of fees).

NOTE 2: The following items must be provided to make an application for a Building Information Certificate for a sale or otherwise.

- A. A certified copy of a Survey Report is to accompany the application
- B. Fees relative to the application are to be paid as set out under the Environmental Planning & Assessment Regulation, these provisions are set out below:-

FEES: (Property Sale)

For the purpose of Section 6.23(2) of the Environmental Planning & Assessment Act, 1979 (EPA) and Section 260 of the EPA Regulations 2000, The approved fee to accompany an application for a Building Information Certificate in relation to the whole or part of the building is –

- 1. In the case of a Class 1 building and/or a Class 10 building: \$250.00 (see below for definition of Class 1 & 10 buildings).

CLASS 1 one or more buildings, which in association constitute –

- A. Class 1a – a dwelling, villa or townhouse one or more buildings,
- B. Class 1b – a guest house, hostel or boarding house for up to 12 persons.

CLASS 10 a non-habitable building or structure –

- A. Class 10(a) – a garage, carport shed or the like.
- B. Class 10(b) – A fence, retaining wall, swimming pool or the like.

- 2. In the case of any other type of building as follows –

Floor Area of Building or Part	Fee
Not Exceeding 200 square metres	\$250.00
Exceeding 200 square metres but not Exceeding 2000 square metres	\$250.00 plus additional \$0.50 per square metre over 200
Exceeding 2,000 square metres	\$1165.00 plus additional \$0.075 per square metre for each square over 2,000

SECTION 8 - PRIVACY NOTIFICATION

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and *Personal Information Protection Act (PPIPA) 1998*. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website: www.oic.nsw.gov.au



Credit Card Payment

Financial Year 2021/22

PLEASE NOTE: If you are using this form for payment of a Development Application Submission **DO NOT** upload it to the planning portal as your information is not secure. Instead please email your completed form to cscbo@thehills.nsw.gov.au

TO BE COMPLETED IF PAYING BY CREDIT CARD:

Payments are accepted for Visa or MasterCard.

PLEASE TICK PREFERRED OPTION:

Option A – (to be completed if you are submitting credit card details with your application) Council will not store your credit card details.

Reason for payment (please tick) Application Other (please specify)

Cardholder Name

Credit Card Type: Mastercard Visa

Credit Card number

Expiry Date CCV Amount \$

DETAILS FOR MAILING OF RECEIPT

Name

Address

Suburb Postcode

Email

Option B – (to be completed if you require a Council Officer to contact you for payments details)

Name of Person to contact

Name of Company: (if applicable)

Phone

OFFICE USE:

Date	Time	Officer	Details

CONDITIONS OF USE: If you have selected option "B" four (4) attempts will be made to contact you regarding your payment details, if after four attempts we are unsuccessful, your application/request will be returned.

PRIVACY NOTIFICATION: The personal information that Council has collected from you is personal information for the purposes of the Personal Information Protection Act (PIIPA) 1998. The intended recipients of the personal information are Officers within the Council data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected the information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PIIPA. Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter, contact Council's Senior Coordinator Governance Services on (02) 9843 0555. General information about the GIPA Act is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website www.oic.nsw.gov.au.

