



Application for a Building Certificate

Section 6.25, Environmental Planning and Assessment Act 1979

BC .....

About this form

Use this form to apply for a Building Certificate. You can only make this application if you own or are purchasing the land or are the purchaser's agent, or you have the owner's written consent.

Lodgement & Fees

Please follow the instructions on page 3.

Any questions

Phone Customer Service on (02) 6924 8100, or call in personally (see page 2)

Application and site details

1. Your name, address and contact details

Title: Mr Mrs Miss Ms Other: .....
Family name (or company): .....
Given names (or ACN): .....
Postal address: .....
Post Code: .....
Phone (B) (.....) Fax:(.....)
Phone (H) (.....) E-mail: .....
Contact person (only if a company, etc).....

2. Location and title description of the property

Unit, shop or suite:.....Street No:.....Street:.....
Locality:.....
Lot(s):.....Section:.....
Deposited Plan(s):.....Strata plan:.....
Other:.....

Get these details from rate notices, property deeds, or Council property maps

3. Who owns the land?

Give the name of every owner

Name(s).....
Address:.....
Post Code:.....Phone:...(.....)

4. Access to the property?

Give the name of contact person

Name(s).....
Address:.....
Post Code:.....Phone:...(.....)

5. Your interest in the property?

Owner Other person with owner's written consent
Purchaser
Purchaser's agent or solicitor Other (specify).....

6. What type of building is it?

Dwelling Outbuilding Shop
Office Factory Other .....

7. Do you want a certificate for all of the building?

Yes: all of the building
No: only part of the building [] Which part?.....
Total floor area for which the certificate will be issued?.....m²

8. Which documents have you supplied?

Identification survey from registered surveyor Fire safety certificate
Other (specify)..... Building plans

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.

**Signatures**

**9. Owner's consent**

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections:

Signature:.....Date:.....

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....  
(eg, power of attorney, executor)

**10. Your declaration**

I apply for a Building Certificate and I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected, and that
- more information may be requested if required.

Signature:..... Date:.....

**How to lodge this application**

**Address the Application to** The General Manager  
Junee Shire Council

**Fees**

Fees are calculated in accordance with Clause 260 of the Environmental Planning & Assessment Regulation 2000.  
For a house it is \$250.00

**You can send it to us by any of the following methods**

**Post** PO Box 93  
Junee NSW 2663

**Courier or personal delivery** Council Chambers  
Cnr Belmore & Stewart Streets  
Junee NSW 2663

**Payment methods**

Pay by cash or cheque. Make cheques payable to "Junee Shire Council" for the relevant Council fees. Do not send cash in the mail.

**How to contact us by phone, fax or electronically**

**Phone** (02) 6924 8100

**Fax:** (02) 6924 2497

**Email:** jsc@juneensw.gov.au

**Web:** www.juneensw.gov.au

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid.

**Making a personal visit?**

The Junee Shire Council is located on the Corner of Belmore & Stewart Streets, Junee. We look forward to seeing you.

**Who to contact:** The Building Surveyor handling your application in the Planning and Development Department.

*If you wish to discuss this application with our Building Surveyor, it is essential that you arrange an appointment.*

**Privacy Act**

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Junee Shire Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

<b>OFFICE USE ONLY</b>	<b>Fee type</b>	<b>Fee</b>	<b>Receipt No.</b>
To be completed by Council's Cashier.	Building Certificate Fee		
Retain your receipt as proof of lodgement of the application	Receiving Officer: Signature..... Date:.....		