

Building Information Certificate Checklist

A Building Information Certificate is usually requested by buyers or sellers of property before settlement, to make sure that what is being bought or sold is not going to be the subject of action by the council.

Building Information Certificate - Checklist

Building Information Certificate Application (completed on NSW Planning Portal)	
Owners Consent Form	
Cost Estimate Report	
Full set of architectural plans (site, floor, section and elevation plans) drawn to scale;	
Stormwater drainage plan	
Property identification Survey from a Registered Surveyor confirming the location of the unauthorised works and all existing buildings/structures on the property in relation to the property boundaries.	
Design Certificate/certification from a Structural Engineer for the works	
Details of the footings, concrete slab and confirmation that the works have been carried out in accordance with AS2870 (Residential Slabs and Footings). If Engineer certification not required.	
Photographs/images of the works	
A written statement confirming the details of the Licensed Contractor who undertook the works and advising why the works were carried out without consent;	
Payment of applicable application fee	

Please note that additional information may be requested prior to the lodgement of the application. It is recommended that Council's Planning & Community Services Department be contacted on (02) 6861 2373 to discuss lodgement requirements.