

UNAUTHORISED WORKS BUILDING CERTIFICATE APPLICATION FORM

MADE UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 (S149B)

The Government Information (Public Access) Act 2009 requires Council to make details of applications for approvals publicly available. However, in accordance with the Privacy and Personal Information Protection Act 1998, Council will seek to limit the availability of your personal information to third parties.

Please note the information that you provide on this form is used by Council to process your application and can be made available to other government agencies.

REQUIREMENTS FOR UNAUTHORISED WORKS

Unauthorised works are existing buildings that have been built without appropriate planning /construction approvals; which are not deemed exempt under the *State Environmental Planning Policy (Exempt & Complying Development Codes) 2008*.

To prevent the unauthorised works from being subject to a demolition order, an application for a building certificate may be made under section 149B of the *Environment Planning and Assessment Act 1979*, and the following requirements apply:

If the unauthorised work is a Class 10 building:

- › The building certificate application may include a Building Code of Australia (BCA) report to ensure compliance with the BCA.
- › Development approval is not required before lodging this application.

If the unauthorised work is a Class 1-9 building:

- › Development approval is required before lodging a Building Certificate application.
- › The Development Application form may require a BCA report to confirm compliance with the BCA.
- › After development approval is granted by Council, a Building Certificate application may be lodged to Council.

PROPERTY AND ACCESS DETAILS

Shop/unit number Street number Street name

Suburb Postcode

Lot number DP/SP Section

DETAILS OF BUILDING FOR THIS APPLICATION

BCA classification (tick relevant box):

Dwelling Outbuilding Other

This application is for:

Whole of building Part of building All buildings Other

Description: Floor area (m²):

DETAILS OF UNAUTHORISED WORKS

You must have development approval for all class 1-9 unauthorised works, before you submit this form to Council.

Cost of unauthorised works (\$): Floor area of unauthorised works:

Date unauthorised works were undertaken:

Has development approval been obtained for the unauthorised works? Yes No

Development Approval (DA) number: Date of determination:

DOCUMENTATION

Please contact Council to confirm documents required to be submitted with application. Please supply one hardcopy (if applicable) and one USB/CD.

Additional information may be required:

After a building certificate application has been submitted, Council **may** request the applicant supply additional information, such as building plans, specifications, survey reports and certificates, to enable determination.

.....● All correspondence relating to the application will be directed to the applicant. The applicant may be, but is not necessarily, the owner. The applicant's name will appear on the consent.

.....● Council will use this email for correspondence. This field is mandatory, please print clearly.

.....● The owner's consent is required to access the property.

.....● This must be completed to include details of ALL owners. If there are more than two owners please attach a separate authority.

APPLICANT DETAILS

Full name

Company name and ACN (if applicable)

Unit/House number Street

Suburb State Postcode

Contact number Email

PROPERTY DETAILS

Will it be necessary for the inspecting officer to make special arrangements to access the property? Yes No

If yes, please provide a contact name and phone number to arrange this access:

Is there a dog on the property? Yes No

Is there a swimming pool on the property? Yes No

OWNER'S DETAILS

Owner 1

First Name Surname

Owner 2

First Name Surname

Postal Address

Street No. Street Name / PO Box

Suburb Post Code

Contact Phone Number Email Address

Company Name (if applicable)

Name of signatory for company

Position held by signatory

.....

This must be completed to include signatures of ALL owners (see above note). If the property is subject to strata or community title the application must have consent from the Body Corporate.

.....

Find out more at penrithcity.nsw.gov.au. All fees subject to change.

OWNER'S CONSENT

As owner/s of the property the subject of this application I/we consent to the application. I/we grant permission for Council Officers to enter the premises for the purpose of assessment of this application and to conduct inspections relative to this application.

Owner 1/Company Signatory

Print Signature Date

Owner 2

Print Signature Date

APPLICATION FEE

Unauthorised works \$250 + additional fee based on your application

If it is necessary to carry out more than one inspection of the building (or part) before issuing a building certificate, there may be an additional fee up to \$90

COLLECTION DETAILS

The certificate will be emailed to specified address in the applicant details.

APPLICANT'S DECLARATION

I am an authorised person, able to make this application, being one of the following:

- a. the owner of the land on which the building is erected, or
- b. any other person, with the consent of the owner of the land, or
- c. the purchaser under a contract for the sale of property that comprises or includes the building or part, or the purchaser's solicitor or agent, or
- d. a public authority that has notified the owner of its intention to apply for the certificate.

I declare that all required documentation has been provided and is to an acceptable standard, and all the information provided in this application is, to the best of my knowledge, true and correct.

Signature Date

PAYMENT OPTIONS

You can pay the administration fee for your application by cash or credit card in person at one of our offices. Alternatively you can pay by cheque or credit card by mailing your payment in with this form.

I would like to pay by: Mastercard Visa Cheque Cash

Please note a 0.5% transaction fee will be charged on all credit card transactions. A receipt can be issued upon request. Cardholder signature is required before processing.

Card number

Cardholder name Expiry date

Cardholder signature Date

OFFICE USE ONLY

Property ID

Building certificate number

Date received

Building certificate fee
Application

Amount (\$)

Receipt No.

Date

Building certificate unauthorised fee
Application

Amount (\$)

Receipt No.

Date

CONTACT US

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