

Introduction

A building certificate is useful when you are purchasing or have purchased a property and would like to check if Council has approved works carried out on the property. Council will inspect the property to determine compliance. **An original or certified copy of the Survey Report for the building must be included with this application.** Original survey reports will be returned.

PART 1 - Applicants Details

Full Name/Company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal Address		
	Suburb:	postcode:
Contact details	phone B/H:	mobile:

PART 2 - Authority to Apply

1. Authority

Please indicate if you are

<input type="checkbox"/> Public Authority	<input type="checkbox"/> Under Contract
<input type="checkbox"/> Owner (see below)	<input type="checkbox"/> A person who has the owner's consent (see below)

Owners Authority

I, Of
Own the building and consent to this application for a Building Certificate

Signed Dated

2. Applicants Signature

Print Name

Signature

PART 3 - Building Detail

1. Property Details

Address

Street Address

Suburb

Postcode

2. Certificate required

Certificate required for whole or part

Note: A Survey Report which represents the site and all Buildings erected as of the date of this

<input type="checkbox"/> Whole	<input type="checkbox"/> Part
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Description

Description of Part

Floor Area

PART 4- Fees

1. Certificate Fees

Dwelling Fees

\$210.00

Other Types of Buildings
(Classes 2 to 9)

1. Where the floor area of the building or part **does not exceed 200 square metres**
 \$210.00

2. Where the floor area of a building or part is between 200 - 2000 square metres
 \$210.00 plus an additional 42 cents per square metre over 2000

3. When the floor area of a building or part **exceeds 2000 square metres**
 \$966.00 plus an additional 6.3 cents per square metre over 2000

4. for part of a building that does not have a **floor area** (eg external wall)
\$210.00

2. Additional Fees

\$75.00

Council required to carry out more than one inspection of building before issuing a Building Certificate

\$10.00

Additional copy of a Building Certificate

\$103.00

Urgency Fee

PART 4- Payment Details

Payment method

Method

Amount

Cash

\$

Cheque

\$

Credit Card

\$

Payments by credit card (the following information must be completed)

Credit Card No.

Expiry Date

Card Holders Name

Card Holders Signature

OFFICE USE ONLY

Building Certificate No.

Amount Paid

Date Received

Receipt No