

Receipt Number	Date Received
Amount Received	Assessment Number



FURTHER INFORMATION

Narrabri Shire Council
 46-48 Maitland Street
 PO Box 261
 NARRABRI NSW 2390
 Tel: 02 6799 6866
 Fax: 02 6799 6888
 council@narrabri.nsw.gov.au

Building Certificate Application

Under Section 149D of the *Environmental Planning and Assessment Act 1979* in relation to the whole/part of the building identified below:

Applicant

The Applicant is the owner or agent chosen by the owner of the land to act on their behalf in the management of the application.

All correspondence and communication is directed to the Applicant

Name/Company Name

Postal Address

Town **Postcode**

Contact Name **Telephone**

Email Address

Property

Lot No	Section No	DP No	Parish
Street No	Street Name		
Town	Postcode	Council Assessment Number	

Owner

Name/Company Name

Postal Address

Town **Postcode**

Email Address **Telephone**

Particulars

Type of Building

Whole Part **Floor Area (m²)** _____

Description of work

Applicant Declaration

In submitting this application I acknowledge that:

- Council responds to applications for property related certificates based on the information provided.
- Applicants are responsible for providing correct and complete information and instructions to council in order for certificates to be issued.
- Applications and payments, once received by council, will be acted upon, even if the instructions received result in inappropriate certificates being issued.
- I declare that all the information that I have provided in this application and checklist is true and correct.

Applicant Name

Applicant Signature

Date

Owner's Declaration

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

Owner 1 Name

Owner 1 Signature

Date

Owner 2 Name

Owner 2 Signature

Date

Lodgement Details

You can lodge the completed application by:

Mail: PO Box 261, NARRABRI NSW 2390

In Person: 46-48 Maitland Street, NARRABRI NSW 2390

Email: council@narrabri.nsw.gov.au

Fax: 02 6799 6888

What Now: After your application has been receipted it will be processed within 7 working days. For further information regarding your application please contact us by:

Telephone: 02 6799 6866

Privacy & Personal Information

Purpose of Collection: For Issue of Certificates

Intended Recipients: Council Staff and approved contractors of Narrabri Council
Certificates Application is voluntary, however required in order to obtain a certificate.

Supply:

Access/Correction: Contact Narrabri Shire Council to access or correct this information

Storage: Narrabri Shire Council, 46-48 Maitland Street, NARRABRI NSW 2390

Accompanying Documentation Checklist

(Please note: the submission of all relevant certification does not guarantee approval of the unauthorized development)

Building works - all applications—General

	Yes	N/A
Identification Survey report.....	<input type="checkbox"/>	<input type="checkbox"/>
Work as Executed (built) Architectural Plans.....	<input type="checkbox"/>	<input type="checkbox"/>

Unauthorised Building works - applications for unauthorised work - General

In addition to the documentation listed above in Building Works - all applications—general

	Yes	N/A
Floor Plans indicating the extent of unauthorised works.....	<input type="checkbox"/>	<input type="checkbox"/>
Installation certificates relating to essential fire safety measures.....	<input type="checkbox"/>	<input type="checkbox"/>
<i>Details of proposed and existing fire safety measures as required by the Building Code of Australia (BCA), including certification.</i>		
Works as executed (built) Stormwater/drainage plan	<input type="checkbox"/>	<input type="checkbox"/>
<i>Previously known as Home Owners Warranty Insurance</i>		
A4 notification plans.....	<input type="checkbox"/>	<input type="checkbox"/>
<i>Site and Elevation plans reduced to A4 size, for all unauthorised work.</i>		
Certification confirming the structural elements, stormwater, health & Amenity.....	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Structural engineers report for all structural elements • Termite management certification to AS3660 • Wet Area waterproofing certification to BCA and AS3740 • Electrical certification to AS3000 • Glazing certification to AS1288 and AS2043 • Smoke Alarm certification to BCA and AS3786 • BCA Compliance Report • Other certification maybe requested 		

Unauthorised building works - Non residential

In addition to the documentation listed above in Building Works - all applications—general and Unauthorised building works—general

	Yes	N/A
Annual Fire Safety Statement (class 2-9 buildings ONLY).....	<input type="checkbox"/>	<input type="checkbox"/>

Unauthorised building works - where development consent obtained but no construction certificate issued

	Yes	N/A
Copy of development consent and approved plans	<input type="checkbox"/>	<input type="checkbox"/>
Demonstration of compliance with conditions of consent	<input type="checkbox"/>	<input type="checkbox"/>
<i>Pertaining to the Construction Certificate and occupation Certificate</i>		
Design Certificates relating to essential fire safety measures	<input type="checkbox"/>	<input type="checkbox"/>
Design certificate relating to structural elements, stormwater, health & Amenity	<input type="checkbox"/>	<input type="checkbox"/>
Works as executed (built) Stormwater/drainage plan	<input type="checkbox"/>	<input type="checkbox"/>
Annual Fire Safety Statement (class 2-9 buildings ONLY).....	<input type="checkbox"/>	<input type="checkbox"/>