



The following checklist will help you prepare your application. Please confirm that your application contains all the information listed within the table below by placing a cross in the appropriate Yes/No/NA column titled 'Applicant'. The NSW Planning Portal does not accept submission of incomplete applications into the system.

**Council reserves the right to request further information, if necessary, upon formal assessment of the application**

Item	Applicant		
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<b>ALWAYS REQUIRED</b>	Y	N	NA
<b>A statement</b> describing the circumstances that generated the need for a Building Information Certificate:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plans.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Survey Site Plan with Contours:</b> from a Registered Surveyor with specific site levels in the location of the existing works depicting property boundaries. If your property falls within a rural zoning please call Council to see if this survey is necessary. However, any works within 1.5m of a residential boundary or 10m of a rural boundary or a structure on sloping land will require a site survey upfront.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Plans</b> (Floor Plans and Elevations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Photos of unauthorised works.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>An estimate of cost of the works in question from a suitably qualified person.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>MAY BE REQUESTED AFTER LODGEMENT</b>	
1.	Certification verifying compliance with the relevant requirements of the Building Code of Australia (BCA) and Australian Standards (AS):
a)	Structural works for a structural engineer
b)	Termite control and protection by a licensed pest controller
c)	Plumbing and drainage works by a licensed plumber/drainer
d)	Installation of glazing by a licensed builder
e)	Waterproofing of wet areas by an accredited waterproofer
f)	Fire safety works for a fire engineer or registered building surveyor
g)	Condition of trees by an arborist
h)	Onsite slip test reports of the stair nosings by a slip test consultant
i)	Electrical works by a licensed electrician

## Building Information Certificate Checklist

MAY BE REQUESTED AFTER LODGEMENT	
2.	Details and plans of the method of storm water disposal
3.	Certification and works and executed plan by a Hydraulic Engineer
4.	Details and plans of the mechanical ventilation system and certification by a Mechanical Engineer
5.	A report from a Geotechnical Engineer regarding the stability of the site and surrounding areas
6.	A report from an Acoustic Engineer in relation to the sound transmission of the floor/walls and Part F5 of the BCA
7.	A report from a registered Building Surveyor or appropriately qualified bushfire consultant in relation to the building's construction to withstand bushfires and satisfy AS 3959
8.	A report from a consultant specialising in access for people with disabilities concerning facilities and access to the building in relation to Part D3 of the BCA and the Premises Standard under the <i>Disability Discrimination Act 1992 (Cth)</i>
9.	A preliminary site investigation report from a suitability qualified consultant to potentially contaminated land in accordance with the 'Guidelines for Consultants Reporting on Contaminated Sites' issued by the NSW Environmental Protection Authority.