

# Application for Building Information Certificate



Pursuant to *Section 6.23 Environmental Planning & Assessment Act 1979*

📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

☎ (02) 4868 0888 ✉ [mail@wsc.nsw.gov.au](mailto:mail@wsc.nsw.gov.au)

## 1. Applicant Details

Name of Applicant:							
Postal Address:							
Business Phone:				Mobile Phone:			
Email:							
Applicant Type:	Owner		Person with consent of owner		Purchaser		Public Authority

## 2. Property Details

Property Number:		Lot/s:		Sec:		DP/SP:					
Street Number:		Street/Road Name:									
Locality:											
Owner's Name											
Type of Building:											
Please Specify:	Whole of building to be assessed				Part of building to be assessed						
Floor Area of Building or Part:			m <sup>2</sup>	If part of building, describe below:							
Is this Application submitted for building work that has NOT been approved by Council?								Yes		No	
When were the unapproved works completed?											
Are you the person who erected the unapproved building or on whose behalf the building was erected?								Yes		No	

## 3. Signature

I hereby make application for the issue of a Building Information Certificate pursuant to Section 6.23 of the Environmental Planning & Assessment Act 1979 and enclose an original and one copy of a recent survey of the property issued by a registered Surveyor.

I authorise entry by Council's Officers to the premises for the purpose of an inspection.

Owner's Name	Owner's Signature	Date

## Office Use Only

CSO:		Date:		R/N:		Paid:	
Original recent survey of the property provided				Copy of a recent survey of the property provided			
If the application is for works that have not been approved by Council within last 2 years, check fees with Duty Certifier (DA/CC fees to be paid)							

*Working with you*

## Privacy Statement

In lodging this form, you are providing personal information such as your name and contact details. The personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* (PPIPA). Your personal information will be handled in accordance with the PPIPA and Council's [Privacy Management Plan](#). For further information regarding Council's privacy obligations, see [Privacy Guidelines](#).

**Purpose of collection and intended recipients:** The personal information in this form will be used and disclosed for the purpose of communicating with you regarding your application and facilitating Council's exercise of its functions under the *Environmental Planning and Assessment Act 1979* and the *Local Government Act 1993*. Intended recipients of this information include Council officials, contractors and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

**Supply:** Supply of your personal information is voluntary, however If you do not provide the requested information (or any part of it) your application may not be accepted.

**Storage and access/correction:** Your personal information is being collected and will be stored by Wingecarribee Shire Council, 68 Elizabeth Street Moss Vale NSW 2577. This form will be placed on a relevant file and/or recorded in Council's electronic document and records management system. You may make application to access or amend your personal information. Any such application will be handled in accordance with the PPIPA.