

RECEIPT NO.

DATE RECEIPTED.

AMOUNT RECEIPTED

ASSESSMENT NO

Narrabri Shire Council
46-48 Maitland Street
PO Box 261, Narrabri NSW 2390

P. (02) 6799 6866

F. (02) 6799 6888

E. council@narrabri.nsw.gov.au



NARRABRI SHIRE
DISCOVER THE POTENTIAL

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:

Property

Lot No:

Section No:

DP No:

Parish:

Street Number:

Street Name:

Town:

Postcode:

Council Assessment Number:

Owner

Name/Company Name:

Postal Address:

Town:

Postcode:

Email:

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 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.

Applicant 1 Name:

Applicant 1 Signature:

Date:

Applicant 2 Name:

Applicant 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 and Personal Information

Purpose of Collection: For Issue of Certificates

Intended Recipients: Council Staff and approved contractors of Narrabri Shire Council

Supply: Certificates Application is voluntary, however required in order to obtain a certificate

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 unauthorised development)

Building Works – all applications – General

Identification Survey report

Yes

N/A

Work as Executed (built) Architectural Plans

Yes

N/A

Unauthorised Building Works – applications for unauthorised work – General

In addition to the documentation listed above in Building Works – all applications – General

Floor Plans indicating the extent of unauthorised works

Yes

N/A

A4 notification plans

Site and Elevation plans reduced to A4 size, for all unauthorised work

Yes

N/A

Work as Executed (built) Stormwater/drainage plan

Previously known as Home Owners Warranty Insurance

Yes

N/A

Installation certificates relating to essential fire safety measure

Details of proposed and existing fire safety measures as required by the *Building Code of Australia (BCA)*, including certification

Yes

N/A

Certification confirming the structural elements, stormwater, health & amenity

- 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

Yes

N/A

Unauthorised Building Works – Non residential

In addition to the documentation listed above in Building Works – all application – general and Unauthorised Building Works – General

Annual Fire Safety Statement (class 2-9 buildings ONLY)

Yes

N/A

Unauthorised Building Works – where development consent obtained but no construction certificate issued

Copy of development consent and approved plans

Yes

N/A

Demonstration of compliance with conditions of consent

Pertaining to the Construction Certificate and occupation Certificate

Yes

N/A

ACCOMPANYING DOCUMENTATION CHECKLIST (CONT)

Design Certificates relating to essential fire safety measures



Yes



N/A

Design Certificate relating to structural elements, stormwater, health & amenity



Yes



N/A

Work as executed (built) Stormwater/drainage plan



Yes



N/A

Annual Fire Safety Statement (class 2-9 buildings ONLY)



Yes



N/A