

- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement
- This checklist should be completed by the Applicant. Please confirm that your application contains all the relevant information required and then is uploaded to the NSW ePlanning Portal (Portal)
- Lodgement of your application will be delayed if the information below is not provided
- Include details for all related properties/sites where relevant

Development Types

Information to be provided when lodging a Building Information Certificate Application

Uauthorised Building Work

Property Sale/ Purchase

Encroachment

Choose the relevant Development Type from the columns on the right-hand-side. Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

1 Application Documents

When you submit your application on the Portal you will need to upload each of the plans and documents via the Portal and select the corresponding document type from the list.

- All plans and associated documents must be named and saved as separate PDF documents in accordance with Councils Naming Convention referred to in the GUIDE
- Ensure documents are submitted once

2 Owners Consent

Owners Consent must be obtained prior to submitting an application. Ensure that the full and correct details for all of the owners are listed in the NSW ePlanning Portal application. Consent must be provided by the owner for Council to enter the land to carry out an inspection of the development site.

You may wish to use Council's 'Authority to lodge an application' form if the owner is not the applicant.

3 Works-as-executed Architectural Plans

Detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show:

- a plan of each existing floor section
- a plan of each existing elevation of the building
- the existing levels of the lowest floor and of any yard or unbuilt on area belonging to that floor and the levels of the adjacent ground
- the existing height, design, construction and provision for fire safety and fire resistance (if any)

4 Specifications for the Development

Specifications for the development which describe:

- the construction and materials of which the building is built and the method of drainage, sewerage, and water supply, and
- whether the materials used were new or second-hand and (in the case of second-hand materials) give particulars of the materials used.

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5 Original Architectural Plans

A scaled plan of the building existing prior to any unauthorised works.

6 Structural Engineering Certificate

Certificate/s confirming that the building or part of the building has been constructed in accordance with the works-as-executed architectural/structural engineering plans.

7 Survey Reports

Survey report/s, suitably certified, showing the location of all existing structures on the site.

8 Additional Information

If your application is for "Unauthorised Works", please include the related Development Application reference number.

If your application is for Property/Sale, please include details of relevant prior approved application numbers

NOTE: The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Building Information Certificate. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the assessment process. If you are unsure as to what any questions may be referring to Council's Development and Building Assessment Officers are available between 8.30am and 11am weekdays for advice.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.