

Building Certificate - Works as Executed

Office Use Only	WAE No.	BC No.
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Owner Details

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street		Suburb		Postcode
Company Name (if applicable)					
Mailing Address (if different)					
Tel (Home/Work/Mobile)			Fax (Home/Work)		

Applicant Details

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street		Suburb		Postcode
Company Name (if applicable)					
Mailing Address (if different)					
Tel 1 (Home/Work/Mobile)			Tel 2 (Home/Work/Mobile)		
Email			Fax (Home/Work)		

Property Details

Lot No/s		Section		DP/SP Number	
Unit No.	Street No.	Street			
Suburb				Postcode	
Type of Building		Whole / part		Floor Area of building or part	
Description of part (if applicable)					
Estimate cost of work					

Please Note

- A Copy of a current Land Surveyors Report of the building/s must accompany this application
- The personal information required on this form may be available for public access under various legislation.

Applicant's Signature

Signature	Date ____ / ____ / ____
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Owners' Consent

I/we consent to the making of this application

Full Name	Full Name	Full Name
Signature	Signature	Signature
Date ____ / ____ / ____	Date ____ / ____ / ____	Date ____ / ____ / ____

Building Certificate - Works as Executed Checklist		Yes	N/A	Office Use
1	Has this application form been signed by all owners of the land?	<input type="checkbox"/>		<input type="checkbox"/>
2	Have 6 sets of plans (A3 preferred) been provided with the completed works detailed and coloured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the site plan show?	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Scale & North point	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Street name & number	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Site dimensions	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Boundary setbacks	<input type="checkbox"/>		<input type="checkbox"/>
	▪ All structures on site	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Adjacent building/properties	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Any trees on the property, on Council land adjacent to the property or on any adjoining property within 5 metres of the proposed development.	<input type="checkbox"/>		<input type="checkbox"/>
4	Do the floor plans clearly illustrate:	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Figured dimensions of proposed work	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Layout of proposed development	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Internal walls/partitions & room names for use	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Location of stairs & levels	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Calculations of all existing & proposed floor area	<input type="checkbox"/>		<input type="checkbox"/>
5	Have elevations & sections been provided showing?	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Levels for new dwellings/buildings & first floor additions	<input type="checkbox"/>		<input type="checkbox"/>
	▪ External finishes	<input type="checkbox"/>		<input type="checkbox"/>
	▪ Heights - including, for 2 or more stories, the maximum ridge height & natural ground level to ceiling height using reduced levels related to Australian Height Datum (AHD) of adjacent buildings	<input type="checkbox"/>		<input type="checkbox"/>
6	Have 3 copies of a current Survey Plan with Survey Report been provided?	<input type="checkbox"/>		<input type="checkbox"/>
7	Have 3 copies of Stormwater Drainage Plan been provided?	<input type="checkbox"/>		<input type="checkbox"/>
8	Have 8 A4 size copies of notifications plans been supplied showing Site & Elevation Plan?	<input type="checkbox"/>		<input type="checkbox"/>
	Do these including neighbouring buildings?	<input type="checkbox"/>		<input type="checkbox"/>
9	Has Development Approval been granted to these building works? If yes, base fee of \$210 plus \$852.60 per dwelling will apply. If no, normal building certificate fee of \$250 applies.	<input type="checkbox"/>		<input type="checkbox"/>

Building Certificate Fees		
Floor area of building or part:		
▪ Not exceeding 200 square metres (GST exempt)	\$250.00	<input type="checkbox"/>
▪ Exceeding 200 square metres but not / exceeding 2,000 square metres \$250.00 (GST exempt) plus 50 cents per square metre for each square metre over 200	\$ _____	<input type="checkbox"/>
▪ Exceeding 2,000 square metres \$1,165.00 (GST exempt) plus 7.50 cents per square metre for each square metre over 2,000	\$ _____	<input type="checkbox"/>
Where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area (GST exempt)	\$250.00	<input type="checkbox"/>
Re inspection Fee (inc GST)	\$90.00	<input type="checkbox"/>
Copy of Certificate (GST exempt)	\$13.00	<input type="checkbox"/>
Urgency Fee (inc GST)	\$113.65	<input type="checkbox"/>
Building work where DA consent has been granted but no previous inspections have been undertaken (plus cost of building certificate of \$250.00)	\$210 plus \$862.60 per dwelling plus \$250.00	<input type="checkbox"/>
Total Building Certificate Fee	\$ _____	

Office Use Only	
	Date stamp every plan & first page of all documentation
	Calculate fees
	Attach receipt to application
Additional Comments	
Checked by _____	Date ____ / ____ / ____