



APPLICATION FOR CERTIFICATE/S

Environmental Planning and Assessment Act 1979
 Environmental Planning and Assessment Regulation 2000
 Local Government Act 1993
 Swimming Pool Act 1992

All applications to:
 Chief Executive Officer
 Berrigan Shire Council
 56 Chanter Street
 BERRIGAN NSW 2712

or
 mail@berriganshire.nsw.gov.au

P: 03 5888 5100

OFFICE USE ONLY	
Application #	
Date Rec:	
Assess #	
Total Fees	
Receipt #	
Received by:	
Research/ Inspection Officer	
Doc. ID #	

APPLICANT DETAILS	
Name:	
Company:	
Postal Address:	
Town/City:	
State & postcode:	
Phone #	
Mobile #	
Fax #	
Email:	
Your Ref. (if applicable)	

OWNER DETAILS	
Name:	
Company:	
Postal Address:	
Town/City:	
State & Postcode:	
Phone #	
Email:	
Please sign consent of landowner/s declaration on page 2	

PURCHASER DETAILS (re 603 certificates)	
Name/s:	

CERTIFICATE/S REQUIRED		
Building Certificate	<input type="checkbox"/> s6.24	\$250 min.
Planning Certificate	<input type="checkbox"/> s10.7(2) standard	\$53
	<input type="checkbox"/> s10.7(5)	\$80
	<input type="checkbox"/> Urgency Fee	\$21
Rates & Charges Certificate	<input type="checkbox"/> s603 standard includes water meter read	\$85
	<input type="checkbox"/> Urgency Fee	\$29
	<input type="checkbox"/> Special Water meter read	\$33
Notices Certificate	<input type="checkbox"/> s735A	\$80
Orders Certificate	<input type="checkbox"/> s9.34	\$70
Drainage Diagram	<input type="checkbox"/>	\$78
Swimming Pool Compliance	<input type="checkbox"/> Certificate only	\$70
	<input type="checkbox"/> Inspection & Cert.	\$150
	<input type="checkbox"/> Additional Inspections	\$100
Subdivision Works Certificate	<input type="checkbox"/>	
Occupation Certificate	<input type="checkbox"/> Interim / Final	

PROPERTY DETAILS			
Property name:			
Unit/House #			
Street/Road			
Town			
Title details (if insufficient space attach list)	Lot/s	Sec/s	DP/s

FOR BUILDING CERTIFICATES ONLY	
Contact for access to buildings:	Name Ph/mobile (BH)
Type of Building:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial (Ensure a floor plan, including floor area, and most recent annual Fire Safety Statement are attached).
Certificate is required for:	<input type="checkbox"/> Whole building <input type="checkbox"/> Part Building
Description of part of building (if relevant).	
Floor area of whole or part:m ²
Please tick whether you are:	<input type="checkbox"/> The owner of whole or part of the building. <input type="checkbox"/> The purchaser of the property. <input type="checkbox"/> A solicitor or agent acting for the purchaser. <input type="checkbox"/> None of the above.
Consent of landowner/s: (Required if you ticked the "None of the above" box for Building Certificates or applied for an Occupation Certificate)	Declaration – I/we being the owners of the whole or part of the building for which this application is sought, consent to the lodgement of this application, and give consent to authorised officers of the Council to enter the property to carry out inspections relating to this application. Signature/s Date:

Note: For applications for building certificate, pursuant to section 6.24 of the *Environmental Planning and Assessment Act 1979*, Council may require such information (including building plans, specifications, survey reports and certificates) as may reasonably be necessary to enable the proper determination of the application.

Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the *Privacy and Personal Information Protection Act 1998*. Supply of personal information is legally required and failure to supply could cause delay in your application. A copy of the Privacy Management Plan can be viewed on the Council website or made available at the Council office.

WHEN CERTIFICATE IS READY

- Post to the Applicant (ensure postal details are correct).
- Fax/Email to Applicant (ensure fax/email details are correct).

PAYMENT

- Cash** – In person at Berrigan Shire Council reception.
- Cheque** – Post with application form to Berrigan Shire Council.
- EFT** – BSB 633-000 A/C 162 899 652 please use reference "Applicants name"
- VISA** or **MASTERCARD** - complete card details below and forward to Berrigan Shire Council.

THE CREDIT CARD DETAILS PORTION BELOW WILL BE REMOVED AND DESTROYED AFTER PROCESSING PAYMENT
CARD DETAILS WILL NOT BE RETAINED BY COUNCIL

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Card Expiry Date:

--	--	--	--

CW:

--	--	--	--

Cardholders Name:

Total Amount: \$
