

Submit Building Information Certificate Application

A Building Information Certificate (BIC) is a document issued by Council relating to existing works to a building. A BIC is usually requested by buyers or sellers of property before settlement to make sure that what is being bought or sold is not going to be the subject of action by Council.

Often a BIC is requested when work is undertaken without the appropriate approvals being issued by Council or a registered certifier. A BIC states that Council will not take any action for a period of 7 years to Order, or take proceedings for an Order, to have the building covered by the certificate to:

- be demolished, altered, added to or rebuilt or;
- resolve any encroachment by the building onto land under the control of Council.

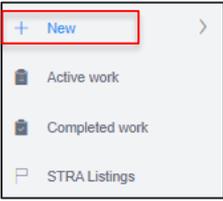
A Building Information Certificate application can be requested for either a part or whole of a building and may be requested by:

1. the owner of the property
2. another person, with the consent of the owner of the property
3. the purchaser of a property under a contract of sale (including the purchaser's solicitor or agent)
4. a public authority that has notified the owner of its intention to apply for the certificate.

A Building Information Certificate application is to include an original or certified copy of a survey report and plan if it is related to residential zoned land. For land situated in other zones you may be required to provide a survey report.

The survey report and plan must represent the property and buildings as existing at the time of submitting the application. Additional information may also need to be provided (including building plans, specifications, and certificates) to allow Council to assess the application.

Initiating a BIC

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| <p>1. Log in to the NSW Planning Portal and click New to expand the menu options.</p> |  |
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| <p>2. Select Building Information Certificate from the list of options.</p> | <div data-bbox="970 248 1193 495" style="border: 1px solid black; padding: 5px;"><p>S.68 of the Local Government Act</p><p>STRA Registration</p><p>Smart Places Acceleration</p><p>Building Information Certificate</p></div> |
| <p>Note: This will create a new application which will remain in the active work folder until this application is submitted.</p> | |

Applicant details

Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

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| <p>3. Indicate the relationship of the primary applicant in relation to this application. For example, select landowner if the primary applicant owns the land.</p> | <div data-bbox="778 808 1385 965" style="border: 1px solid black; padding: 5px;"><p>Is the primary applicant: *</p><p><input type="radio"/> The landowner</p><p><input type="radio"/> A representative of the landowner</p><p><input type="radio"/> The purchaser of a property under a contract of sale</p><p><input type="radio"/> A public authority that has notified the owner that you are applying for a Building Information Certificate</p></div> |
| <p>4. Enter the primary applicants' details, ensuring to complete all mandatory fields.</p> | <div data-bbox="839 987 1326 1267" style="border: 1px solid black; padding: 5px;"><p>First given name *</p><input type="text" value="Jane"/><p>Contact Number *</p><input type="text" value="0123456789"/><p>Address-Postal *</p><input type="text" value="2 SWINSON ROAD BLACKTOWN 2148"/></div> |
| <p>Note: Your user profile name and contact email address will automatically populate in the applicant's details, which can be edited if required. As you begin typing the address, a list of suggested addresses will appear which will be validated against the registered address database. Select an option from the list to proceed.</p> | |
| <p>5. Indicate if you are applying on behalf of a company.</p> | <div data-bbox="887 1447 1273 1581" style="border: 1px solid black; padding: 5px;"><p>Are you applying on behalf of a company?</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div> |
| <p>6. If Yes, search to locate the company / business by a keyword. Use the drop-down menu to select a search option.</p> | <div data-bbox="863 1603 1302 1939" style="border: 1px solid black; padding: 5px;"><p>ACN <input type="text" value=""/> Enter here and search <input type="button" value="Search"/></p><p>Company Name <input type="text"/></p><p>ABN * <input type="text"/></p><p>ACN <input type="text"/></p><p>Trading Name <input type="text"/></p></div> |

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

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| <p>7. If there are additional applicants, click Add Applicant and repeat step 4 above. Otherwise, move to the next step.</p> | <p style="text-align: center;">Additional Applicants</p> <p style="text-align: center;">Add Applicant</p> |
| <p>8. Provide details of the Principal Contractor who carried out the works.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Select the option that is applicable</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> <p><input type="radio"/> Not applicable</p> </div> |
| <p>Note: It is not mandatory to provide the Principal Contractor information.</p> | |
| <p>9. Indicate if there are any security or site conditions which may impact the inspection. If Yes, you will be prompted to provide further details.</p> | <div style="border: 1px solid black; padding: 5px;"> <p>Are there any security or site conditions which may impact on the person undertaking the inspection?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Provide details *</p> </div> |
| <p>10. Click Save and continue.</p> | <p style="text-align: center;">Save and continue</p> |

Application details

11. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality. Repeat as required until all development sites are located.

Select the site of the development

Enter address OR Enter Lot/Section Number/Plan

Address did not display?

| Street address | LGA | Lot/Section/Plan | Primary address? |
|--------------------------------|------------------|------------------|-------------------------------------|
| 20 BATES DRIVE KAREELA 2232 | SUTHERLAND SHIRE | 9 / — / DP225304 | <input checked="" type="checkbox"/> |

Map Satellite



Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

| <p>12. Indicate the primary address of the development. This field is mandatory. You can delete the address by clicking on the trash icon.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Street address</th> <th style="width: 15%;">LGA</th> <th style="width: 25%;">Lot/Section/Plan</th> <th style="width: 30%;">Primary address?</th> </tr> </thead> <tbody> <tr> <td>20 BATES DRIVE KAREELA 2232</td> <td>SUTHERLAND SHIRE</td> <td>9 / — / DP225304</td> <td style="text-align: center;"><input type="checkbox"/> </td> </tr> </tbody> </table> | Street address | LGA | Lot/Section/Plan | Primary address? | 20 BATES DRIVE KAREELA 2232 | SUTHERLAND SHIRE | 9 / — / DP225304 | <input type="checkbox"/> |
|--|--|------------------|--------------------------|------------------|------------------|--------------------------------|------------------|------------------|--------------------------|
| Street address | LGA | Lot/Section/Plan | Primary address? | | | | | | |
| 20 BATES DRIVE KAREELA 2232 | SUTHERLAND SHIRE | 9 / — / DP225304 | <input type="checkbox"/> | | | | | | |

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| <p>The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.</p> | <p>Planning controls affecting property</p> <p>4 DAMEELI AVENUE KIRRAWEE 2232</p> <p>Summary of planning controls</p> <p>Land Application LEP: Sutherland Shire Local Environmental Plan 2015 Land Zoning: R2: Low Density Residential</p> |
| <p>13. Provide details of the building/structures that this application applies to.</p> | <p>Provide details of the building/structures that the Building Information Certificate will apply to:</p> <p><input type="radio"/> Whole of building</p> <p><input type="radio"/> Part of building</p> <p><input type="radio"/> Other structures</p> |
| <p>14. Provide a description in the space provided.</p> | <p>List and describe the structures the Building Information Certificate would apply to:</p> <div style="border: 1px solid black; height: 30px;"></div> |
| <p>15. Indicate why you are applying for this application.</p> | <p>Why are you applying for this certificate?</p> <p><input type="radio"/> Property sale/purchase</p> <p><input type="radio"/> Regularise unauthorised works</p> <p><input type="radio"/> Other</p> |
| <p>16. If Property sale/purchase is selected, proceed to Payer details section.</p> | <p>Why are you applying for this certificate? *</p> <p><input checked="" type="radio"/> Property sale/purchase</p> <p><input type="radio"/> Regularise unauthorised works</p> <p><input type="radio"/> Other</p> |
| <p>17. If 'Regularise unauthorised work', or 'Other' options are selected, you will be prompted to provide further non-mandatory information.</p> | <p>Why are you applying for this certificate? *</p> <p><input type="radio"/> Property sale/purchase</p> <p><input checked="" type="radio"/> Regularise unauthorised works</p> <p><input type="radio"/> Other</p> <p>Do the works have:</p> <p><input type="checkbox"/> A compliance investigation being undertaken by council?</p> <p><input type="checkbox"/> A development consent?</p> <p><input type="checkbox"/> A modification consent?</p> <p><input type="checkbox"/> A construction certificate?</p> <p><input type="checkbox"/> None of the above</p> |
| <p>Note: When selecting Regularise unauthorised work, additional fields to capture the details of the person responsible for constructing items subject to this BIC application will be displayed. It is not mandatory to complete these fields.</p> | |
| <p>18. Enter the date the works were carried out. If the date is unknown, check the box.</p> | <p>When were the works carried out? *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><input type="checkbox"/> Unknown</p> |

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| 19. Click Save and continue. | <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Save and continue</div> |
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Payer details

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| <p>20. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.</p> | <div style="border: 1px solid #ccc; padding: 5px;"> <p>Select the option that is applicable ★</p> <p><input checked="" type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> </div> |
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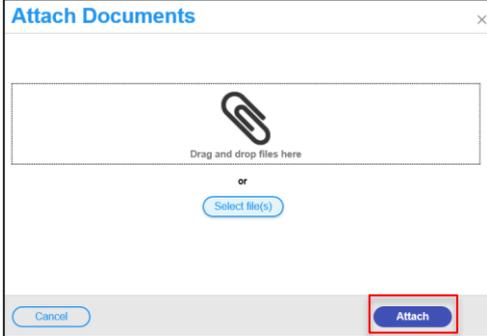
Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.

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| 21. Click Save and continue. | <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Save and continue</div> |
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Requirements and uploads

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure that you upload all mandatory documentation as required.

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| 22. Click Upload. | <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Upload</div> |
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| 23. Click select files to search for file and once selected, click on the Attach button. |  |
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Note: You can also use the drag and drop function to attach files.

| 24. Ensure the attached files are placed in their appropriate categories. | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name ★</th> <th style="text-align: left;">File</th> <th style="text-align: left;">Category</th> </tr> </thead> <tbody> <tr> <td>Development Consent</td> <td>Development Consent.docx</td> <td>Development consent</td> </tr> <tr> <td>Owners Consent</td> <td>Owners Consent.docx</td> <td>Owner's consent</td> </tr> <tr> <td>Site Plans</td> <td>Site Plans.docx</td> <td>Select...</td> </tr> </tbody> </table> | Name ★ | File | Category | Development Consent | Development Consent.docx | Development consent | Owners Consent | Owners Consent.docx | Owner's consent | Site Plans | Site Plans.docx | Select... |
|---|---|---------------------|------|----------|---------------------|--------------------------|---------------------|----------------|---------------------|-----------------|------------|-----------------|-----------|
| Name ★ | File | Category | | | | | | | | | | | |
| Development Consent | Development Consent.docx | Development consent | | | | | | | | | | | |
| Owners Consent | Owners Consent.docx | Owner's consent | | | | | | | | | | | |
| Site Plans | Site Plans.docx | Select... | | | | | | | | | | | |

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| 25. Click Save and continue. | <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #0056b3; color: white; padding: 5px 20px; display: inline-block;">Save and continue</div> |
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Reviewing and Submitting

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| <p>26. After reviewing all the information provided on the application, all applicant declarations must be completed to submit this application.</p> | <div data-bbox="884 324 1281 763"><h3>Applicant Declaration(s)</h3><p>Declarations *</p><p><input type="checkbox"/> Select all</p><p><input type="checkbox"/> I declare that all the information in the application and a</p><p><input type="checkbox"/> I understand that the application and the accompanying determination of this application. I acknowledge that the</p><p><input type="checkbox"/> I understand that if incomplete, the consent authority m</p><p><input type="checkbox"/> I acknowledge that copies of this application and supp (NSW) (GIPA Act) under which it may be required to rel</p><p><input type="checkbox"/> I have read and agree to the collection and use of my p</p><p><input type="checkbox"/> I agree to the appropriately delegated assessment offic</p></div> |
| <p>27. Click Submit.</p> | <div data-bbox="970 801 1192 857"><p>Submit</p></div> |

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or
- contact ServiceNSW on 1300 305 695.