

# Notes for Applicants

## 1. PROPERTY DETAILS

It is important that the property is accurately identified by its legal description.

## 2. DEVELOPMENT DETAILS

Please identify the type of building that best describes the structure and the floor area of the building. If the application is for part of the building, please provide a description of the part for which the certificate is sought.

## 3. SURVEY DETAILS

A copy of a survey report must accompany the application. The details of the surveyor and the date of the report are required. The survey plan must include the location of all structures to which this application relates relative to the property boundary.

## 4. AUTHORISATION DETAILS

The names and signatures of the person(s) authorising the lodgement of the application must be shown in this section. It can be authorised by:

- (a) the owner(s) of the land on which the building is erected, or
- (b) any other person, with the consent of the owner(s) of that land, or
- (c) the purchaser under a contract for the sale of property that comprises or includes the building or part, or by the purchaser's Australian legal practitioner or agent, or
- (d) a public authority that has notified the owner of its intention to apply for the certificate.

Where the authorisation is by a purchaser under contract, Council may require evidence that a contract has been entered into.

## 5. APPLICANT'S DETAILS

Anyone can apply for a building certificate with the appropriate authorisation as detailed above.

All correspondence and notice of determination will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.

By signing this application, you are acknowledging that you have read the notes and instructions on this form and have included all the requested information as it applies to this application.

## 6. DETAILS OF ACCESS FOR INTERNAL INSPECTION

Internal access to the building may be required to complete the necessary inspection of the building. Please provide details of the manner of which access will be provided.

## 7. POLITICAL DONATIONS

Persons who make a relevant planning application to Council are required to disclose reportable political donations & gifts made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined. (Refer Council's website under "Development") Political donation means political donations to a party, elected member, group or candidate of \$1000 or more (or smaller donations totalling \$1000 or more),

1. "Gifts" means a gift within the meaning of Part 6 of the Election Funding & Disclosure Act 1981 and includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

A person with relevant financial interest may include an applicant, landowner or someone who will obtain a financial gain from the application.

