

# Request for copy of Building Information Certificate 2025/2026



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	2049
Phone	1300 434 434			TRIM Ref	C001553
Customer Service Centres	<b>Manly</b> Town Hall, 1 Belgrave Street, Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	<b>Mona Vale</b> 1 Park Street, Mona Vale NSW 2103	Last Updated	June 2025
				Business Unit	Environmental Compliance
				Application No.	
				Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

## Part 1: Site details

Unit/house number			
Street			
Suburb		Postcode	
Lot + DP/SP number			
Name of building			

## Part 2: Applicant details

Person who may be contacted to discuss the application during business hours. It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.			
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name			
Company name & ACN (attach business card if relevant)			
Address			
Phone		Alternate	
Mobile			
Email			

## Fees

\$13.00
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You can apply for a Building Information Certificate if you are (please tick appropriate box):	
I am the owner of the property	
I have the owners consent to lodge this application (see below)	
I am the owner or purchaser's solicitor or agent	
We are a public authority which has notified the owner of its intentions to apply for the certificate	

## Owner(s) consent

As the owner(s) of the above property, I/we give consent to this application & permit authorised Council personnel to inspect the property.			
Title			
Given names			
Family name			
Organisation name			
Address			
ABN number		Home Number	
Business number		Mobile Number	
Email			
Signature			

<p><b>Company / Organisation</b> If the owner is a company, owners consent is to be provided in one or more of the following ways: Execution of owners Consent Form (or other documentation to the same effect) in accordance with section 127(1) of the Corporation Act 2001. Common seal affixed to, and execution of owners consent form (or other document in the same effect) in accordance with section 127(2) of the Corporation Act 2001</p> <p>Together with an up to date ASIC Company extract and other relevant supporting documents.</p> <p><b>Strata Title / Owner's Corporation</b> If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:</p> <ul style="list-style-type: none"> <li>The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.</li> </ul>	<ul style="list-style-type: none"> <li>A letter of consent to lodge a Building Certificate on strata management letterhead.</li> <li>Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgement of a Building Certificate Application".</li> </ul> <p><b>New owner(s)</b> If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:</p> <ul style="list-style-type: none"> <li>A copy of the Certificate of Title.</li> <li>A letter from your solicitor confirming settlement.</li> <li>Previous owner(s) to provide owner(s) consent.</li> </ul> <p><b>Signing on owner(s) behalf</b> If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc.).</p> <p><b>Joint wall / Fence</b> When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).</p>
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## Part 3: Particulars application

Why are you applying for a copy of the Building Certificate? (Property sale, property purchase, unauthorised building work, other) provide details			
Property sale	Property purchase	Unauthorised work	Other (please specify below)

## Part 4: Applicant(s) declaration

I/We hereby make application to Northern Beaches Council for the issue of a copy of the Building Information Certificate for the site at the address nominated in Part 1 - Site Details.			
Signature		Date	