

This fact sheet aims to provide guidance on what is and how to apply for a Building Information Certificate (BIC) on land within the Campbelltown LGA.

What is a Building Information Certificate (BIC)?

A BIC is written confirmation that Council will not issue an order, take proceedings for an order or injunction, for the repair, demolition, alteration, addition or rebuilding of the building or initiate proceedings with regard to any encroachment by the building onto land either owned or controlled by Council.

The certificate is issued for a specified period, usually being a period of 7 years and only covers such matters which existed or occurred at the time of issue of the certificate.

Note: A BIC does not prevent Council from issuing notices or orders in relation to unauthorised works or fire safety matters nor does it certify that the building complies with legal and safety requirements relating to swimming pool fencing, fire safety and other public health and safety matters.

When do I need a BIC?

A BIC is usually requested by a seller or buyer of a property before settlement to ensure what is being bought or sold is not going to become the subject of compliance action by Council. A BIC may also be required when works have been done without the necessary consents being issued by Council or Principal Certifier.

Who can apply for a BIC?

A BIC application can be made by the property owner, any other person (with the consent of the property owner), the purchaser under a contract for the sale of a property (including their solicitor or agent) or a public authority that has notified the owner of its intention to apply for the certificate. Such an application must be lodged to via the NSW Planning Portal.

What information should I put with a BIC application?

There are a number of documents that must accompany a BIC application. It should be noted that the NSW Planning Portal will not accept such an application without providing the minimum required documentation:

- Owner's Consent of all registered owners. If the owner is a company or owners association, the consent must be given by an authorised person of the company, on company letterhead or under common seal. Should the development be on land within a strata complex or building, the consent of the body corporate must be provided
- A detailed description of all works describing the circumstances that generated the need for a BIC
- A contour and detail survey plan less than 12 months old prepared by a registered surveyor that shows their name, signature, Surveyors ID number and date in addition to all information as detailed in Council's Requirements for Development Applications Guide
- Any relevant certificates, consents or permits applicable to the site.

Notwithstanding the above, additional documents are required where a BIC is sought for unauthorised works including, at a minimum:

- A comprehensive Building Code of Australia (BCA) Report from an accredited Certifier that demonstrates the works as detailed complies or can be conditioned to comply with the BCA
- A cost of works report that adequately details all costs associated with any proposed works including the costs of those already undertaken
- Architectural Plans that include:
 - Site Plan, Floor Plans, Elevations and Sections
 - Stormwater Drainage Concept Plan
 - Landscape Plan.

Other documents that may be required include:

- A Statement of Environment Effects
- A Bushfire Assessment Report
- A Fire Safety Certificate
- A Structural Engineering Report that certifies the structural adequacy of the works undertaken
- Any other matters required to be submitted as the case may be, required by the assessment officer.

Assessment Process

Once your application for a BIC has been accepted, we will assign the application to an officer who will inspect the building and review any relevant records and documentation submitted as part of the application. We may request further information prior to the determination of a certificate, including a recommendation of what works may be required to enable a favourable determination. This may result in additional costs being borne by the applicant.

Notification of the BIC application may also be required.

Note: A BIC will not be issued by us in which a development application is also required to authorise the use of a structure/works. In this case, both a development application and a BIC must be lodged separately but at the same time with us (Council) via the NSW Planning Portal. For further information on the requirements for a development application, please refer to our Requirements for Development Applications Guide on our website.

Determination of a BIC

In the event that your BIC is refused, we will notify you and set out the reasons for the decision. Subsequently, Orders for Demolition may be issued soon thereafter.

Application Fees

Costs can be found in the [Schedule of Fees and Charges](#), which are reviewed each year and may change over time.

Otherwise, you can contact our Technical Support Officers on (02) 4645 4608 to request a fee quote for the cost of a BIC and notification fees as well as any required inspections.