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**APPLICANT'S DETAILS**

Applicants Name: ..... Reference:.....  
 Address: .....  
 DX: ..... Phone: ..... Fax: .....

.....  
 (Applicants Signature) ..... (Date) .....

**Note: The application is to be made by either;**  
 (a) the owner of the building;  
 (b) the purchaser under a contract for sale of the property, his/her solicitor or agent;  
 (c) a public authority which has notified the owner of its intention to apply;  
 (d) a person with the consent in writing of the owner of the building.

**PROPERTY/BUILDING IDENTIFICATION**

Lot ..... DP ..... Section .....

Street No..... Street Name: .....

Classification of Building ..... Certificate for part or whole?.....

Description (if part) ..... Floor Area: .....m<sup>2</sup>

**OWNER'S DETAILS**

Owner's Name: .....

Owner's Address: .....

.....  
 (Owner's Signature to consent to lodgement of application if applicable) ..... (Date) .....

**SURVEY CERTIFICATE**

Enclosed is a survey prepared by: .....

and dated: .....

**FEE SCHEDULE**

1. For a class 1 building (include any class 10 buildings on site) or a class 10 building	\$250.00	
2. For any other class, relates to floor area	Not exceeding 200 square metres	\$250.00
	Exceeding 200 but not 2000 square metres	\$250.00 + 42c/m <sup>2</sup> for each m <sup>2</sup> over 200
	Exceeding 2000 square metres	\$1165.00 + 6.3c/m <sup>2</sup> for each m <sup>2</sup> over 2000
4. Where it is necessary to carry out more than 1 inspection before issuing the certificate	\$75.00 additional fee may be levied	

**INSPECTIONS - Tick Appropriate Box**

<input type="checkbox"/> The premises are vacant and the key for inspection of the interior of the building is supplied with this application	
<input type="checkbox"/> The premises are occupied and the occupant will be present for an inspection between the hours of	..... and .....
<input type="checkbox"/> The premises are vacant and the key may be collected from	Name: ..... Phone: ..... Hours: ..... and .....
<input type="checkbox"/> A mutually convenient time may be arranged by contacting	Name: ..... Phone: ..... Hours ..... and .....

**Privacy Statement:**  
 Any personal information you may have supplied to or is collected by the Council will only be stored and processed by the Council for lawful purposes directly related to the functions and activities of the Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose.