Building Information Certificates Lodgement Requirements

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2111
TRIM Ref.	
Last updated	August 2026
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

Council has developed this guide to assist applicants in preparing their application for lodgement. The guide includes lodgement instructions, as well as the mandatory documentation Council requires. Documentation required will depend on the nature of the development proposal, the location of the site, and any site constraints. Applicants may contact Council's on 1300 434 434 should assistance be required in identifying this documentation.

Important information for all applications

It is a legislative requirement that all applications must be lodged through the NSW Department of Planning, Housing and Infrastructure Portal.

For steps outlining how to lodge your Building Information Certificate Application, please refer to Council's 'Building Information Certificate' web page.

To allow Council to process your application in a timely and efficient manner, please ensure all documents are lodged in accordance with the mandatory documentation requirements outlined below and on page 2.

Documentation	Sale of Property Application	Unauthorised Works Application
Owner's Consent	X	X
Survey /Boundary Identification Survey	X	X
As-Built Architectural Plans		X
Statement of Works		X
Cost of Works		X

Please note that the mandatory documentation requirements are the minimum documents required for the lodgement of the application. If the application is accepted for assessment, Council may require additional information or certification to enable the proper determination of the application.

Disclaimer - Documents on Public Exhibition

By lodging a Building Information Certificate you acknowledge and agree to the use of all relevant plans and reports lodged with the application for public exhibition purposes and note that they will be made available to the public on Council's Application Search.

Mandatory Documentation for Sale of Property & Unauthorised Building Works

Owners consent form

Every owner of the land must give permission for the lodgement and assessment of the application.

Owner's consent is to be provided using the relevant Owner's Consent Form

Where a landowner is one of the following, the below additional supporting documentation must also be provided:

Land/New Owners(s)
Applicant must provide a copy of the Notice of Sale or Settlement Letter.

Purchaser Under Contract
A purchaser under contract applying for an application must provide a completed contract of sale.

Company / Organisation
Applicant must provide an ASIC Current Company Extract document. Where there is more than one company owner, council may request additional supporting documentation. Document must list office holders.

Strata Title / Owner's Corporation (if the property is a unit under strata title or a lot in a community title)
Applicant must provide a letter on strata management letterhead, clearly stating the words 'Support for lodgement of Building Information Certificate Application'.

Legal Authority
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.)

Boundary Wall / Retaining Wall / Boundary Fence
If the application relates to a structure located on or over the boundary, owner's consent must be obtained and provided from the adjoining owner as part of the application. Owner's consent by an adjoining owner must be provided using Council's owners consent form.

Public Land Authority (Crown or Council Land)
If structures subject of the application is located on public land (Crown or Council Land), landowners' consent will be required from the public authority at the time of the lodgement of the application.

Survey Plan / Boundary Identification Survey and Report

Applications for Sale of Property
A survey plan must be submitted with every application that shows all buildings and structure on site subject of the application.

Applications for Unauthorised Works
A current boundary identification survey and report is required to be submitted with all applications, except:

- Where the application relates to an internal works only, and
- Where the application relates to replacement of signage mounted to an existing structure.

The Boundary Identification Survey must include the following:

- All structures subject to the application.
- Setbacks of all structures subject to the application in relation to boundaries and existing structures whether or not the existing structures are subject to the application.
- If the application relates to a whole building that is subject to unauthorised or illegal works, indicate floor level and ridge height of buildings.
- If application relates to retaining walls, setbacks from boundaries and height of retaining wall needs to be clearly identified.
- True north point, or relationship to true north
- Scale, generally 1:100 or 1:200
- Location and type of all existing easements and rights of way including party walls and common walls if relevant to the application.
- Current documentary evidence (Section 888 instrument or dealings) relating to any easements or rights of carriageway which are to be relied upon if relevant to the application.
- The survey must be prepared and signed by a registered surveyor and show their name and Registration Number.
- Any offsets should be annotated clearly, showing the position of fences and walls in relation to boundaries.
- Boundaries are not to be taken from title dimensions. Survey notes are to stipulate that 'Boundary identification (or definition) has been undertaken'
- All visible services within the site & council footway area, including stormwater pits & invert levels, hydrants, sewer manholes, Telstra pits etc.

Mandatory Documentation - Unauthorised Building Works

Costs of works

Cost of works must be included on the application form at the time of lodgement through the NSW Planning Portal.

A cost of works is only required for applications relating to unauthorised building works.

A cost of works with a zero-dollar value will not be accepted.

As-built architectural plans - To be uploaded as one file

- As-built architectural plans must be submitted with all applications relating to unauthorised or illegal works and must include the following information:
- The plans must show all as built works in colour to differentiate from approved works.
- Plans must be to scale (1:100 or 1:200) with the scale clearly identified on each plan.
- As a minimum, a site plan and elevations must be provided.
- A floor plan is only required under certain circumstances. For example, where the works relate to internal works or the placement of external windows or doors. For more information, please contact Council.
- Plans must include dimensions of all areas, heights of structures/buildings, setbacks from boundaries and other buildings and heights of finished floor level in relation to existing ground level.
- If application relates to retaining walls, setbacks from boundaries and height of retaining wall needs to be clearly identified.
- Property address (block/house/shop/flat number).
- Measurements in metric.
- Draftsman/architect name.
- Plan/document reference details (date, plan/document name and number, plan version/revision etc.).
- north point (true north).

Statement of works

A statement of works must include the following information:

- Detailed description of the unauthorised or illegal building works carried out.
- The reason why these works were carried out.
- Detail any approvals issued for the works and the variation from the approval.
- Detail any Written Directions Notices issued by Certifier or Notices and Orders issued by Council.