

Submit a Building Information Certificate application

A Building Information Certificate (BIC) is a document issued by Council relating to existing works to a building. A BIC is usually requested by buyers or sellers of property before settlement to make sure that what is being bought or sold is not going to be the subject of action by Council.

Often a BIC is requested when work is undertaken without the appropriate approvals being issued by Council or a registered certifier. A BIC states that Council will not take any action for a period of 7 years to Order, or take proceedings for an Order, to have the building covered by the certificate to:

- be demolished, altered, added to, or rebuilt or,
- resolve any encroachment by the building onto land under the control of Council.

A Building Information Certificate application can be requested for either a part or whole of a building and may be requested by:

1. the owner of the property
2. another person, with the consent of the owner of the property
3. the purchaser of a property under a contract of sale (including the purchaser's solicitor or agent)
4. a public authority that has notified the owner of its intention to apply for the certificate.

A Building Information Certificate application is to include an original or certified copy of a survey report and plan if it is related to residential zoned land. For land situated in other zones you may be required to provide a survey report.

The survey report and plan must represent the property and buildings as existing at the time of submitting the application. Additional information may also need to be provided (including building plans, specifications, and certificates) to allow Council to assess the application.

To apply for a Building Information Certificate via the NSW Planning Portal (Portal), you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

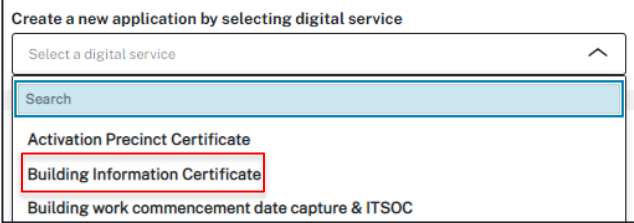
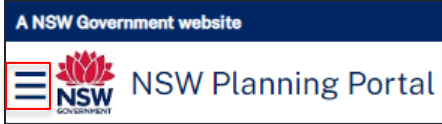
Initiate application

1. Log in to the NSW Planning Portal and select a digital service by clicking on the arrow.

Create a new application by selecting digital service

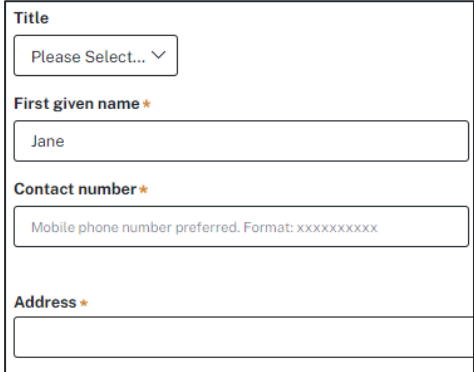
Select a digital service



2. Select Building Information Certificate from the list of options.	
3. Click Create new.	
Note: The list of digital services and menu options are also available by clicking on the horizontal lines adjacent to the NSW Government logo.	
Note: This will create a new application which will remain in the active work folder until this application is submitted.	

Applicant details

Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

4. Indicate the relationship of the primary applicant in relation to this application. For example, select landowner if the primary applicant owns the land.	Is the primary applicant: * ☐ The landowner ☐ A representative of the landowner ☐ The purchaser of a property under a contract of sale ☐ A public authority that has notified the owner that you are applying
5. Enter the primary applicants' details, ensuring to complete all mandatory fields.	
Note: Your user profile name and contact email address will automatically populate in the applicant's details, which can be edited if required. As you begin typing the address, a list of suggested addresses will appear which will be validated against the registered address database. Select an option from the list to proceed.	
6. Indicate if you are applying on behalf of a business or company.	Are you applying on behalf of a business or company? ☐ Yes ☐ No

7. If Yes, search to locate the company / business by a keyword. Use the drop-down menu to select a search option.	ACN ▾ Enter here and search Search Company Name ABN * ACN Trading Name
Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.	
8. If there are additional applicants, click Add Applicant and repeat step 4 above. Otherwise, move to the next step.	Add Applicant
9. Indicate if there are any security or site conditions which may impact the inspection. If Yes, you will be prompted to provide further details.	Are there any security or site conditions which may impact the person undertaking the inspection? ☐ Yes ☐ No
10. Enter the details of the person that will provide access to the site, if different to the primary applicant.	Title Please Select... ▾ First given name Contact number Mobile phone number preferred. Format: xxxxxxxxxxx
11. Click Save and continue.	Save and exit Save and continue

Application details

12. Enter the site of your development using the Address or Lot /Section number/Plan search functionality.
Repeat as required until all development sites are located.

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

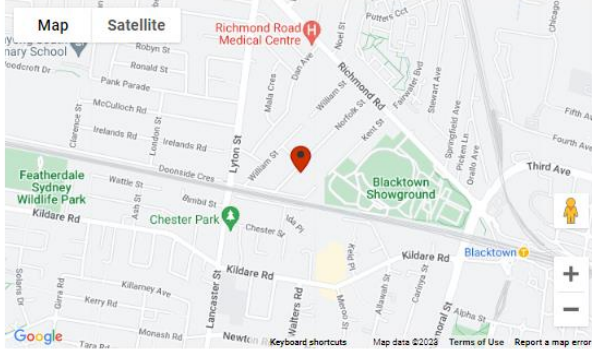
Address did not display? ☐

OR

Enter the Lot number / Section number / Plan number e.g. 4/5/DP1044304

e.g. 4/5/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
37 NORFOLK STREET BLACKTOWN 2148	BLACKTOWN	D/ — — /DP414003 ☒	☒



Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

13. Select the Lot and **Indicate** the primary address of the development. These fields are mandatory.

You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
37 NORFOLK STREET BLACKTOWN 2148	BLACKTOWN	D/ — — /DP414003 ☒	☒

The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

▼ 37 NORFOLK STREET BLACKTOWN 2148

Summary of planning controls

Land Application LEP	Blacktown Local Environmental
Land Zoning	R2: Low Density Residential

14. Provide details of the building/structures that this application applies to.

☐ Whole of building

☐ Part of building

☐ Other structures

15. Provide a description in the space provided.

List and describe the structures the Building Information Certificate would apply to

16. Indicate why you are applying for this application.

Why are you applying for this certificate?

☐ Property sale/purchase

☐ Review unauthorised work

☐ Other

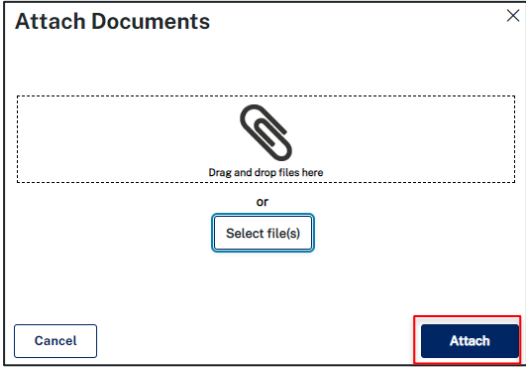
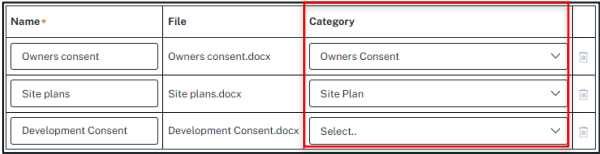
17. If Property sale/purchase is selected, no further information will be required.	Why are you applying for this certificate? ☒ Property sale/purchase ☐ Review unauthorised work ☐ Other
18. If 'Review unauthorised work', or 'Other' options are selected, you will be prompted to provide further information.	Why are you applying for this certificate? ☐ Property sale/purchase ☒ Review unauthorised work ☐ Other Do the works have: ☐ A compliance investigation being und ☐ A development consent? ☐ A modification consent? ☐ A construction certificate? ☐ None of the above
Note: When selecting Review unauthorised work, additional non-mandatory fields to capture the details of the person responsible for constructing items subject to this BIC application will be displayed.	
19. Enter the date the works were erected or altered. If the date is unknown, check the box.	When were the works erected or altered?* Month Year ☐ Unknown
20. Click Save and continue.	Save and exit Save and continue

Payer details

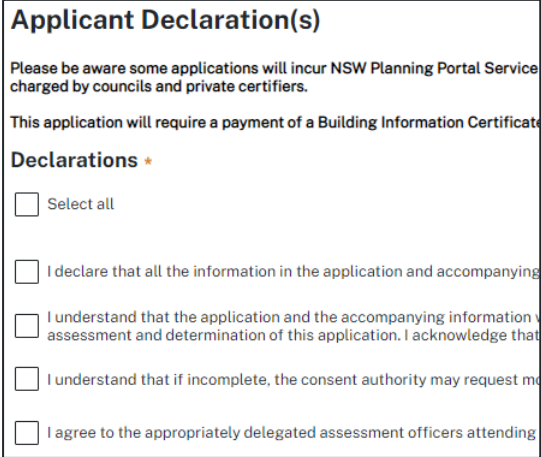
21. Indicate if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.	Select the option that is applicable * ☒ Individual ☐ A company, business, government entity or other similar body
Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.	
22. Click Save and continue.	Save and exit Save and continue

Requirements and uploads

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure that you upload all mandatory documentation as required.

23. Click Upload.	
24. Click select files to search for file and once selected, click on the Attach button.	
Note: You can also use the drag and drop function to attach files.	
25. Ensure the attached files are placed in their appropriate categories.	
26. Click Save and continue.	

Reviewing and Submitting

27. After reviewing all the information provided on the application, all applicant declarations must be completed to submit this application.	
28. Click Submit.	

End of steps

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or
- contact ServiceNSW on 1300 305 695.