

**Send your application to:**

 Eurobodalla Shire Council  
 PO Box 99  
 Moruya NSW 2537  
 (DX 4873 Moruya)  
[council@esc.nsw.gov.au](mailto:council@esc.nsw.gov.au)

 Or bring it to:  
 89 Vulcan St Moruya

**If you need help:**

 Visit our Duty Development Officers at:  
 89 Vulcan St (cnr Campbell St) Moruya

 Or call us on:  
 02 4474 1231

**Office use** Receipt to **10005611001 43070**

Fee	<input type="text"/>
Receipt No.	<input type="text"/>
Receipt date	<input type="text"/>
Property No.	<input type="text"/>
Certificate No.	<input type="text"/>
File No.	<input type="text"/>

**Privacy Statement:** The information on this form is being collected by Council for purposes associated with processing your application. Access to this information is limited to relevant Council officers and it may be disclosed to any other government agency outside of Council as required by legislation. Supply of this information is required to enable accurate information to be provided. Your application may not be accepted or processed due to a lack of information. The information will be stored securely in Council's systems. Visit [www.esc.nsw.gov.au/privacy](http://www.esc.nsw.gov.au/privacy) for more information.

**Part 1. Building details (each building must be described separately)**

 Street no(s)  Street 

 Locality 

 Lot no(s)  Deposited/ Strata plan  Section 

 Describe each Building separately (e.g. dwelling, shed, factory, carport, etc) 

 or: Describe part of building (if applicable) 

 Floor area of building or part building in m<sup>2</sup>  Side of street   
 (does not apply to single dwellings or outbuildings)

 Contact for access  Daytime phone 
**Part 2: Applicant details**

 Name/ company full name, no initials 

 Postal address 

 Contact name if not named above  Reference 

 Daytime phone  Mobile  Fax 

 Email address   I prefer to receive correspondence about this application via email

**Please select the option below that best describes the applicant:**
**IMPORTANT!**
**This section must be completed.**

- the owner of the building or part building, or any other person having the owner's consent to make this application (see Part 3)
- the purchaser under a contract for the sale of property, which comprises or includes the building or part building, or the purchaser's solicitor or agent
- a public authority that has notified the owner of its intention to apply for the certificate

 Applicant signature  Date

### Part 3: Owner authorisation

Owner name(s)

Owner address

#### OWNER'S DECLARATION:

I/ We being the owner(s) of the building/ part of building for which consent to the lodgement of this application,

Daytime phone

Mobile

Owner signature(s)

Date

### Part 4: Survey certificate

The attached Survey certificate was prepared by:

If a *copy* of the survey certificate is submitted, the copy must be either certified by the Surveyor who prepared the certificate, or the original certificate must be sighted by Council and the copy endorsed accordingly.

Survey Certificate No.

Dated

### Fees and charges

The **2018-2019** fee for a building certificate Class 1 or Class 10 (single dwellings and outbuildings) is **\$250.00**

Fees for development other than single dwellings and outbuildings will be calculated in accordance with Council's annual schedule of Fees and Charges, available at:

[www.esc.nsw.gov.au/inside-council/council/financial-information](http://www.esc.nsw.gov.au/inside-council/council/financial-information)

### Credit card payment

**Please note that all credit card payments are subject to a 1% merchant fee.**

Please debit my:

Visa

Mastercard

Fee (2018-19)

Merchant fee 1%

Total amount charged to card

Credit Card Number

/

/

/

Card Expiry (MMYY)

CVV\*

\* 3 digits on the back of the card, near the signature panel

Cardholder's Name

Cardholder signature

Daytime phone