



THE COUNCIL OF CAMDEN



37 John Street, Camden
19 Queen Street, Narellan
E-mail: mail@camden.nsw.gov.au

PO Box 183, Camden
DX 25807 Camden

Phone: (02) 4654 7777
Fax: (02) 4654 7829
Website: www.camden.nsw.gov.au

APPLICATION FORM

BUILDING CERTIFICATE App. No.: /

Identify the land/property related to this application

Unit, shop or suite	Street No.	Street
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	Lot	Deposited Plan(s) / Strata Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other		
<input type="text"/>		

Details of the applicant

Owner Builder Consultant Contact Person

Family (or Company name)

Postal address

Postcode

Phone work Phone home Fax Mobile

E-mail

Description of Building

Classification of Building For Whole or Part of Building

Description of Part (where applicable)
(ie, additions to house, a factory unit etc)

Owner's Name Final Inspection Date (if known)

Development Consent No.

Surveyors Report (must be attached)

Company Name

Date Reference No.

For access to the Building we will need a contact person

Name Telephone

Address

Email

Owner's signature

Owner's consent: As owner(s) of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers or agents to enter (without prior notice) the land to carry out inspections.

Must be signed by the owner of the land. If more than one owner, **every** owner must sign

Signature

Date

Print Name & Address

Signature

Date

Print Name & Address

If the owner is a Company or Owner's Association, this must be signed by a director or secretary (or authorised delegate) under common seal.

If you're signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

Signature

Date

Print Name & Address

(e.g., Power of attorney, executor, trustee, company director)

Applicant's declaration

I declare that all the information given is true and correct. I also understand that: if incomplete the application may be delayed or rejected and more information may be requested within 21 days.

Signature

Date

If the owner is a Company or Owner's Association, this must be signed by a director or secretary (or authorised delegate) under common seal.

PPIPA Disclaimer for DA Forms

The personal information provided on this form is collected by Camden Council for the purposes of processing this application by Council employees and other authorised persons. This form will be stored within Council's Record Management System and may be available for public access and/or disclosure under various NSW Government legislation.

Certificate Collection

Collected

Faxed

Mailed

DX

How to lodge this application

Address the application to:
The General Manager
Camden Council

You can send it to us by any of the following methods:

Mail:

PO Box 183
Camden NSW 2570

Document Exchange:

DX 25807
Camden

Courier or Personal Delivery:

Council Office or Council Office
37 John Street 19 Queen Street
Camden Narellan

How to contact us:

Phone: (02) 4654 7777
Fax: (02) 4654 7829
E-mail: camden@camden.nsw.gov.au

Office Use Only

Fee Details	Code No.	Fee	Receipt
149B Certificate			
Urgency Fee			
Other			

Fees:

Ask us for a current Fee Scale or visit Councils Web site. (see below)

Payment Methods:

You can pay by cash, credit card or cheque. Make cheques payable to "Camden Council". Do not send cash in the mail.

Acknowledgement:

We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid, and the registered number of the application.

Coming in to see us?

We are open for business from 8.30am to 5.00pm. Mondays to Fridays (excluding public holidays).

Web sites: www.camden.nsw.gov.au and www.camden.mycommunity.com.au

Please visit for further information and printable application forms.