

The General Manager
Northern Beaches Council
Civic Centre
725 Pittwater Road
DEE WHY NSW 2099

4th August 2025.

Re: **Building Information Certificate Application – ‘Unauthorised Works’
Statement of Works No 28 Austin Avenue, North Curl Curl. NSW 2099**
Applicants: **Mr. & Mrs. David and Sharon Skelton**

We are applying for a Building Information Certificate to formalise the ‘unauthorised works’ that have been carried out on our property as we wish to sell and are currently in discussions with prospective buyers.

We previously applied for a Building Certificate (BC2025/0092-BIC-39850) ‘property for sale’. The application was returned due being the ‘wrong application type and inadequate and/or insufficient information’.

A Development Application was approved in 2000 to extend the existing dwelling to the south with a Double Garage new Kitchen and Entry Porch and Foyer at Ground Floor Level. The First Floor level additions included the addition of a Master Bedroom, Ensuite, 2 Bedrooms, and Bathroom.

A Construction Certificate 4535CC1 was granted for these works and these additions were constructed. The W.C. located in the Garage area and a Polycarbonate roof on the Ground Floor facing North were not constructed.

With our Family growing, we needed a dedicated Study/Office space, and the perfect location was to build over the existing ground floor Patio facing north not increasing the building footprint. A Development Application was lodged (DA2007/1066) and approved 9th January 2011.

A Construction Certificate was not applied for this small addition and was constructed in 2008.

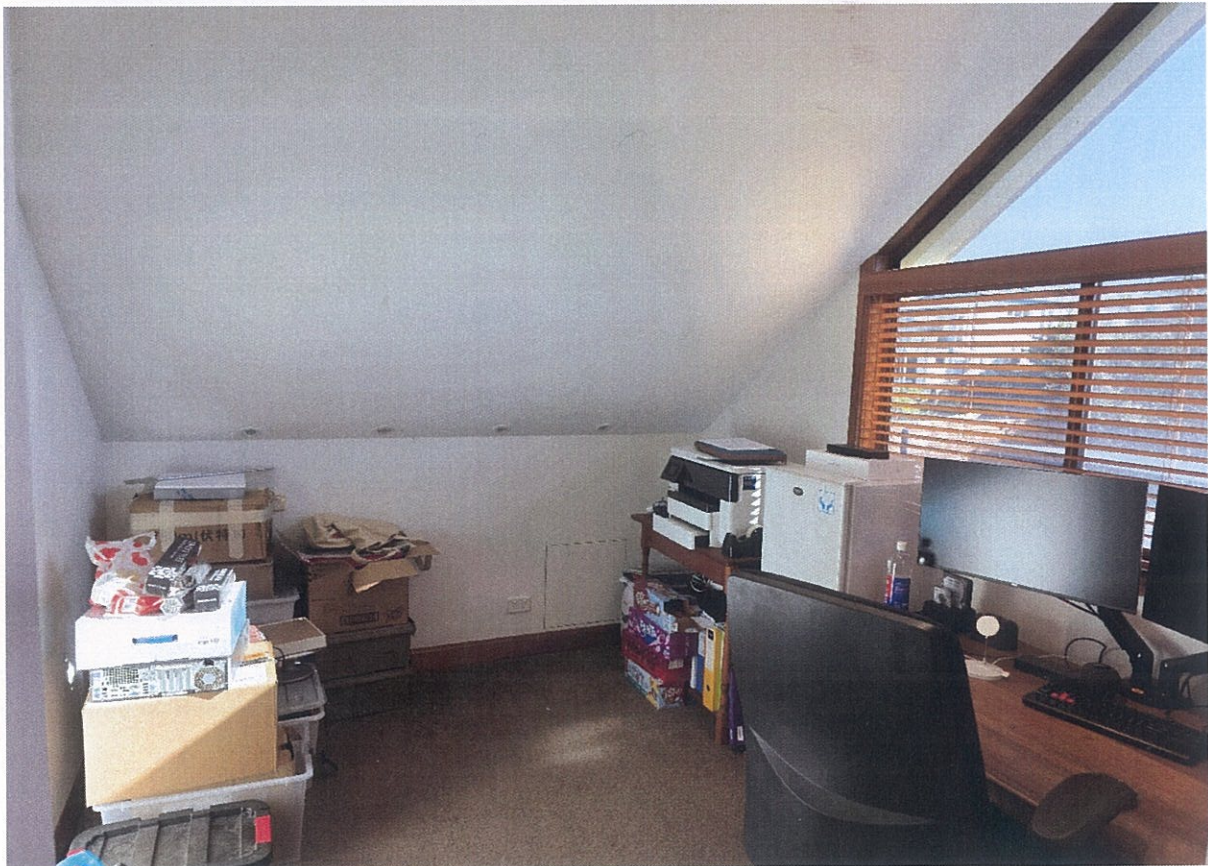
Included with this application is the following information as requested in Council correspondence dated 16th April 2025;

- 1). Amended Drawings showing changes that have been made during the construction of the additions and any unbuilt works are identified. Surveyed Setbacks have been added as per the Identification Survey (Bee & Lethbridge Pty. Ltd. Registered Surveyors).
- 2). Owners Consent form Signed
- 3). Survey Report – Bee & Lethbridge Pty. Ltd. Registered Surveyors.
- 4). Identification Survey Sketch - Bee & Lethbridge Pty. Ltd. Registered Surveyors.

Refer photos of the additions on next page.



Mini Orb external lined 'As Built' additions - Northern Elevation



Internal view of 'As Built' Study area

We trust that the information provided will assist in the issuing of the requested Building Information Certificate.

Yours faithfully

A handwritten signature in blue ink, appearing to be 'DS' or similar initials, written over a faint rectangular stamp.

David and Sharon Skelton (Owners and Applicants)

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