

REQUEST TO ADD DWELLINGS

Ref N^o:

The BASIX New Homes tool places a default limit on the number of single and attached dwellings that can be entered on one BASIX Certificate and a default limit on the number of units in a residential flat building.

This limit can be increased by the BASIX Help Desk on request. However, some users have reported issues with calculating and generating BASIX Certificates with large numbers of dwellings. Tables containing the BASIX commitments will also be spread across a number of pages on the Certificate which may make interpretation unduly complex.

It is recommended that users read the BASIX help note *Managing Large Project Files* prior to applying for an increase in dwelling numbers and consider if the project can be divided between a number of certificates based on development stages or building groups.

To request an increase in dwelling numbers for a specific project, please complete the information below and submit the completed application by email to info@service.nsw.gov.au. You can save this form to your computer and complete it when convenient. To submit the form you can click the Submit button below or attach it to an email.

Users should allow up to three working days from receipt of completed form for the transfer to be completed.

The information below must be completed. Items marked * are mandatory.

If a certificate has already been created for the project, a revision (with version suffix of _02; _03 etc) should be created and be in the Project in Progress folder of your BASIX Account.

APPLICANT DETAILS (BASIX User)

Name*:

BASIX Login ID*:

Email*:

Note: This must match the login name used to access your BASIX account

PROJECT DETAILS

Name of project*:

Version number (eg 02)

Address:

REQUESTED CHANGE TO DWELLING NUMBERS (enter n/a or zero if not applicable or no

DWELLING TYPE	CURRENT NUMBER	ADDITIONAL REQUESTED	TOTAL
Single dwellings:			
Attached dwellings:			
Units in building 1:			
building 2:			
building 3:			

By emailing this completed application to the BASIX I agree that the project file named above maybe adjusted as detailed in the table.

The Department will contact the applicant if further information is required from the applicant.

OFFICE USE ONLY

Processed by:		Date:	
---------------	--	-------	--

Privacy Statement: The personal information you provide in this form will be treated in accordance with the Privacy and Personal Information Protection Act 1998, under which you have rights of access and correction. The information provided on this form will be used to determine whether or not you are eligible to rely on previous versions of the BASIX assessment tool. For full privacy details relating to this application, refer to the Department's privacy statement at www.planning.nsw.gov.au.