

# NOTICE TO COMMENCE BUILDING OR SUBDIVISION WORK AND APPOINTMENT OF A PRINCIPAL CERTIFYING AUTHORITY



Made under the *Environmental Planning and Assessment Act 1979*

Application No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

This form can be used to: -

1. Notify the Council that you intend to commence building or subdivision work; and
2. Notify the Council and the authority that granted development consent or a complying development certificate that you have appointed a Principal Certifying Authority.

If you have any questions or require assistance please contact Council's Customer Service Centre on 9369 8000 to be transferred to the appropriate Officer.

## APPLICANT DETAILS *(It is important that we are able to contact you if more information is needed)*

Mr  Ms  Mrs  Dr  *(Mark the appropriate box)*

Family Name (or Company): \_\_\_\_\_

Given Names (or ACN): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No. (Daytime): \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person (If a Company): \_\_\_\_\_

## PROPERTY DESCRIPTION *(This will help us to correctly identify the subject property)*

Street No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Lot & DP/SP No.: \_\_\_\_\_

## DETAILS OF DEVELOPMENT

Type of work proposed: Building  Subdivision

Description of work: \_\_\_\_\_

Development Application No.: \_\_\_\_\_ Date consent granted: \_\_\_\_\_

Complying Development Certificate No.: \_\_\_\_\_ Certificate date: \_\_\_\_\_

Construction Certificate No.: \_\_\_\_\_ Certificate date: \_\_\_\_\_

### STEPS TAKEN BY THE APPLICANT

I have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work. Yes

I have appointed the following principal certifying authority:

Name of Principal Certifying Authority: \_\_\_\_\_

Accreditation No. of Certifier: \_\_\_\_\_

Address of Principal Certifying Authority: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Contact No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### RESIDENTIAL BUILDING WORK

1. Are you building a house or other dwelling or altering or adding to a dwelling?

Yes  (Complete Question 2) No

2. Are you an owner builder? Provide owner-builder no.: \_\_\_\_\_

Or will a licensed builder carry out the work? Provide Builders details:

Name of builder: \_\_\_\_\_

Contract Licence no. of builder: \_\_\_\_\_

Daytime contact no. of builder: \_\_\_\_\_

3. Have you attached evidence that the licensed builder is insured to carry out the type of work?

Yes

4. **Alternatively**, have you attached a declaration (signed by each owner of the land) that the reasonable market cost of labour and materials to be used is less than \$12,000

Yes

5. The work will commence on (date): \_\_\_\_\_

### DECLARATION

- I acknowledge that I have seen evidence that the builder is licensed and insured, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit. I
- I acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for this development.

Signature of Principal Certifying Authority: \_\_\_\_\_

Name, if you are not the applicant: \_\_\_\_\_

Capacity to sign if you are not the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY POLICY:

The information requested in this form is required under the *Environmental Planning & Assessment Act 1979* if you are going to erect a building or carry out subdivision work. If you do not provide the information to the consent authority, you can not commence the work. The information will be held by the consent authority and by the Council (if the Council is not the consent authority). Please advise Council if any information you have provided either changes or is incorrect.