

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



WAVERLEY
COUNCIL

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.