



# accredited building certifiers pty ltd

PO Box 142 Wollongong NSW 2500  
Telephone: 02 4229 5309 Facsimile: 02 4228 0495

## Application Form, Appointment of Principal Certifying Authority & Notice to Commence Building Work

Please tick ✓ the appropriate box:

Under Environmental Planning and Assessment Act 1979  
Section 81A(2)(b), (ii) or (4)(b)(ii) or (c), 86(1) and(2)

- Construction Certificate
- Complying Development Certificate

Date of Receipt / /

### 1. Details of Applicant

Mr/Mrs/Ms: \_\_\_\_\_ First Name/s: \_\_\_\_\_

Surname/Company Name: \_\_\_\_\_

Flat/Street No and Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Contact Name if a Company: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

### 2. Details of Owner/s

Mr/Mrs/Ms: _____	First Name/s: _____	Mr/Mrs/Ms: _____	First Name/s: _____
Surname/Company Name: _____		Surname/Company Name: _____	
Flat/Street No and Name: _____		Flat/Street No and Name: _____	
Suburb: _____		Suburb: _____	
State: _____	Post Code: _____	State: _____	Post Code: _____
Daytime Telephone No: _____		Daytime Telephone No: _____	

### 3. Details of Land to be Developed

Flat/Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_ Council Area: \_\_\_\_\_

Lot No: \_\_\_\_\_ Section No: \_\_\_\_\_ DP/MPS No: \_\_\_\_\_

### 4. Description of Work Proposed

Describe the work you propose to carry out: \_\_\_\_\_

Estimated cost of the work/development including GST \$ \_\_\_\_\_

Intended commencement date of building work: \_\_\_\_\_

For building work, what is the class of the building under the Building Code of Australia? \_\_\_\_\_

Has development consent been granted for the development?

No  Yes  If yes, what is the development application no? \_\_\_\_\_

What date was the development consent granted? \_\_\_\_\_

Construction Certificate/Complying Development Certificate No: \_\_\_\_\_

Date the Certificate was issued: \_\_\_\_\_

**5. Residential Building Work**

1. Are you going to build a house or other dwelling or alter or add to a dwelling?

Yes  (Please complete part 2 below)    No

2. Are you an owner-builder?

Yes  What is your owner-builder permit no.?

No  Will the work be carried out by someone who is licensed to do so?

Yes  What is the name of the builder?

What is the contractor license no. of the builder?

What is the builder's address?

What is the contact number of the builder?

No  Have you attached to this notice evidence that the licensed person is insured to carry out this type of work or a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$5,000?

Yes

No

**6. Details of Principal Certifying Authority**

Accredited Certifier:

Accreditation No:

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 acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for this development.

Accredited Certifier's Signature:

Have all conditions been satisfied prior to the commencement of works in relation to this Construction Certificate or Complying Development Certificate?

Yes

No

**7. Owner's Consent**

As the owner/s of the land specified on this form, I/we hereby consent to the following:

1. I/we authorise an application being made to Accredited Building Certifiers for a Construction Certificate/Complying Development Certificate (whichever is relevant) and Occupation Certificate by the applicant nominated on this form.
2. I/we authorise the appointment of an employee of Accredited Building Certifiers as the Principal Certifying Authority (PCA) and consent to the transfer of PCA to another employee and agree to pay the associated costs if the original PCA ceases employment with Accredited Building Certifiers for any reason or becomes unable to fulfill their duties as the PCA.
3. I/we authorise the right of entry for any Certifying Authority arranged by Accredited Building Certifiers to carry out inspections required by the PCA under this Agreement.
4. I/we have sighted and signed a Service Agreement.

Owner \_\_\_\_\_  
(print name)

Owner \_\_\_\_\_  
(print name)

Signature \_\_\_\_\_  
(signature)

Signature \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

Date \_\_\_\_\_

Note: All owners of the subject land must sign this form.

**8. Schedule (It is compulsory to complete this schedule. The information will be sent to the Australian Bureau of Statistics.)**

**All New Buildings**

Number of storeys (including underground floors):

Gross floor area of new building (m<sup>2</sup>):

Gross site area (m<sup>2</sup>):

**Residential Buildings Only**

Number of dwellings to be constructed:

Number of pre-existing dwellings on site:

Number of dwellings to be demolished:

Will the new dwelling(s) be attached to other new buildings?

Does the site contain a dual occupancy?

Will the new building(s) be attached to existing buildings?

**Materials—Residential Buildings**

Please indicate the materials to be used in the construction of the new building(s):

Walls	<input type="checkbox"/>	Roof	<input type="checkbox"/>	Floor	<input type="checkbox"/>	Frame	<input type="checkbox"/>
Brick (Double)	<input type="checkbox"/>	Tiles	<input type="checkbox"/>	Concrete or Slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>
Brick (Veneer)	<input type="checkbox"/>	Concrete or Slate	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Steel	<input type="checkbox"/>
Concrete or Stone	<input type="checkbox"/>	Fibre Cement	<input type="checkbox"/>	Other	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>
Fibre Cement	<input type="checkbox"/>	Steel	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>	Other	<input type="checkbox"/>
Timber	<input type="checkbox"/>	Aluminium	<input type="checkbox"/>			Not Specified	<input type="checkbox"/>
Curtain Glass	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Steel	<input type="checkbox"/>	Not Specified	<input type="checkbox"/>				
Aluminium	<input type="checkbox"/>						
Other	<input type="checkbox"/>						
Not Specified	<input type="checkbox"/>						

**9. Billing Details**

Bill To:

Billing Address:

**Note: Applicant will be liable for payment of our fees if funds cannot be recovered from the above.**

**10. Occupation Certificate**

Details of applicant for Occupation Certificate at finalisation of works.

Mr/Mrs/Ms:

First Name/s:

Surname/Company Name:

Flat/Street No and Name:

Suburb:

State:

Post Code:

Telephone No:

Mobile No:

Contact Name if a Company:

**Important:**

- It is the owners responsibility to make the necessary arrangements for the principal contractor (builder) to contact us for all 'mandatory inspections'.
- An Occupation Certificate is mandatory prior to the occupation or use of any development works.

**Privacy Policy:**

The information you provide in this notice is required under the Environmental Planning and 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 cannot commence the work. The information will be held by the consent authority and by the Council .

## Checklist of Requirements for Complying Development and Construction Certificate Applications

1. Three (3) sets of full architectural plans (at least one set must be stamped with the Development Consent stamp from Council if applying for a Construction Certificate).

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2. Copy of Development Consent (only applicable for Construction Certificate applications).

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3. Two (2) sets of housing specifications.

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4. A copy of the Home Owner's Warranty/Building Insurance Contract is required if:
  - work is valued at \$12,000 or over and a licensed builder is doing the work.or alternatively, an Owner/Builder Permit is required if:
  - work is valued at \$5,000 or over and work is not being carried out by a licensed builder.

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5. Completed and signed Application Form for Construction Certificate/Complying Development Certificate, Appointment of Principal Certifying Authority and Notice to Commence Building Work.

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6. Signed Service Agreement.

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7. Payment of Long Service Levy should the estimated cost of building work be \$25,000 or over. This amount is based on 0.35% of the estimated cost of building work.

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8. Copy of Basix/NatHERS Report when a new dwelling is being constructed. (unless ABC carried out the assessment)

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9. Copy of BASIX Certificate for dwelling additions of value greater than \$50,000 or swimming pools of 40,000 litres capacity or more.

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10. An administration charge of \$165 (inclusive of GST) is required as an initial up-front payment for the lodgment of a Complying Development Certificate Application to determine compliance

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11. The full cost of a Construction Certificate Application and Council lodgment fees are required prior to the release of the Construction Certificate.

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12. Please ensure that **all** mandatory inspections are carried out. Failure to comply may result in the inability to occupy the building.

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13. Inspection bookings are to be made by 3pm in the day prior to the required inspection date.

**We will notify you as soon as possible to avoid any unnecessary delay if we find there may be additional items other than those listed above that may be required prior to being able to release your Construction Certificate or Complying Development Certificate.**

## Service Agreement

### 1. PCA Obligations

- a. The PCA agrees to carry out mandatory critical stage inspections during the course of construction of the proposed building work (where applicable as follows:
- i. at the commencement of the proposed building work; and
  - ii. after excavation for, and prior to the placement of, any footings; and
  - iii. prior to pouring any in-situ reinforced concrete building element; and
  - iv. prior to covering of the framework for any floor, wall, roof or other building element; and
  - v. prior to covering of waterproofing in any wet areas; and
  - vi. prior to covering any stormwater drainage connections; and
  - vii. after the proposed building work has been completed and prior to any occupation certificate being issued in relation to the building; and
  - viii. any other inspections as the PCA considers necessary in addition to those nominated which may be required from time to time to enable the issuing of the final Occupation Certificate.
- b. The owner and the principal contractor (where different from the owner) acknowledge that the PCA or another certifying authority (with the approval of the PCA) must inspect the mandatory critical stage inspections listed above. The PCA must carry out the final mandatory critical inspection.
- c. The PCA shall issue the final Occupation Certificate for the proposed building work when the PCA is satisfied that:
- i. all preconditions for the issue of the final Occupation Certificate that are specified in the Development Consent or Complying Development Certificate have been met; and
  - ii. the building works for which the Construction Certificate has been issued are suitable for occupation or use in accordance with their classification under the Building Code of Australia 1996 (as amended); and
  - iii. a final fire safety certificate has been issued (if required).
- d. The PCA shall issue an Interim Occupation Certificate for the proposed development when the PCA is satisfied that:
- i. any preconditions to the issue of an Occupation Certificate as specified in the Development Consent or Complying Development Certificate have been met; and
  - ii. that the building works for which the Construction Certificate has been issued are suitable for occupation or use in accordance with their classification under the Building Code of Australia 1996 (as amended); and
  - iii. the building does not constitute a hazard to the health or safety of the occupants of the building.

### 2. Principal Contractor/Owner Builder Obligations

- i. before the commencement of any residential building work the principal contractor/owner builder must provide the PCA with Home Warranty Insurance or an Owner Builder Permit pursuant to the Home Building Act 1989;
- ii. the principal contractor/owner builder must notify the PCA of a date and time for the carrying out of each mandatory critical stage inspection and shall pay the PCA the scheduled fees;
- iii. the principal contractor/owner builder must rectify any defects identified by the PCA during the course of each mandatory critical stage inspection to the satisfaction of the PCA before the principal contractor/owner builder carries out any further building work or at such other time as may be agreed to by the PCA;
- iv. the principal contractor/owner builder must not allow any occupation of the building to be permitted without first obtaining an Occupation Certificate (either Interim or Final) from the PCA;
- v. the principal contractor/owner builder must ensure that a Construction Certificate or Complying Development Certificate has been issued prior to the commencement of any works;
- vi. the principal contractor/owner builder must engage competent tradesman to carry out all aspects of the building works not directly carried out by the principal contractor/owner builder;
- vii. the principal contractor/owner builder must provide all relevant drawings, plans, statutory plans and documentation associated with but not limited to the Development Consent, the Construction Certificate and any Occupation Certificate at the request of the PCA;
- viii. the principal contractor/owner builder must attend any meetings if required by the PCA to do so;
- ix. the principal contractor/owner builder must comply with any notices or orders that the PCA issues;
- x. the principal contractor/owner builder must provide compliance certificates as requested by the PCA;
- xi. the principal contractor/owner builder must provide all information that the principal contractor/owner builder can reasonably obtain to enable the PCA to fulfill its obligations under this Agreement.

**3. Owner Obligations**

- i. the owner must ensure that the subject property is available for the PCA to carry out the PCA's obligations under this Agreement;
- ii. the owner must not occupy the building until an Occupation Certificate (either interim or final) has been issued by the PCA;
- iii. the owner agrees that in the event of an Interim Occupation Certificate being issued by the PCA and there being outstanding work that is required to be completed or a condition of Development Consent that needs to be satisfied, the owner agrees to complete any outstanding work or satisfy and condition of the Development Consent within three (3) months from the date of the Interim Occupation Certificate or such other time as may be agreed between the owner and the PCA;
- iv. the owner agrees to pay any charges for further inspections that are required to be carried out to enable the issue of the final Occupation Certificate.

**4. Termination of this Agreement**

This Agreement may be terminated if any of the following occurs:

- i. building works are commenced without the issue of a Construction Certificate or Complying Development Certificate;
- ii. the owner or principal contractor fails to provide Home Warranty Insurance or Owner Builder Permit pursuant to the Home Building Act 1998 if the building work is residential building work;
- iii. if the PCA terminates this Agreement then the principal contractor and owner must pay any money owing to the PCA for work done and costs incurred by the PCA up to and including the date of termination of this Agreement.

**5. Replacing the PCA**

The appointed PCA can only be changed or replaced by another PCA with the approval of the Director General of the Department of Infrastructure, Planning & Natural Resources.

**6. Governing Law**

The parties agree that this Agreement is governed by the laws of New South Wales and in particular the Environmental Planning and Assessment Act 1979 and its Regulations.

Executed by \_\_\_\_\_ as PCA  
(print name)

\_\_\_\_\_  
(signature)

Executed by \_\_\_\_\_ as Owner  
(print name)

\_\_\_\_\_  
(signature)

Executed by \_\_\_\_\_ as Principal Contractor  
(print name)

\_\_\_\_\_  
(signature)