

Commencement Notice for Building or Subdivision Work and Appointment of Principal Certifying Authority

Planning, Environment & Development Group

Environmental Planning and Assessment Act 1979, s81A; s86
Environmental Planning and Assessment Regulation 2000, cl 104, cl 136

Guidance

Use this form to give notice to Council that building work or subdivision work is about to commence and, if relevant, that a private accredited certifier has been appointed as the Principal Certifying Authority (PCA). If you wish, you may also use this form to appoint Council as the PCA, if you have not already done so.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.
- Notice must be given to Council at least two (2) days before work is commenced.

1 Application type

- Notice of commencement of building work
- Notice of commencement of subdivision work
- Notice of appointment of a Private accredited certifier as the PCA
- Request to appoint Council as the PCA
- The PCA is Council and I have provided a Contract for Certification works.

2 Approved development

Provide the Development Consent (DA) **OR** Complying Development Certificate (CD) number:

Date Approved:

Description of the work:

Has a Construction Certificate been issued?

Yes No

Office use only

Related Policies: Legislative requirement

Issue Date: 10/12/2018

Review Date: 31/10/2019

Owned by (section): Development



F O R M 2 3 5 4

If yes, Construction Certificate Number:		Date:
If the CC was issued by an accredited certifier, provide Accreditation No:		
3 Applicant details		
Company Name <i>(if applicable)</i> :		
ABN / ACN:		
Position:		
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (specify):		
First Name:		
Last Name:		
Email:		
Note: At least one contact phone number must be supplied.		
Mobile:	Home:	Business:
Postal Address Shop /Unit / Street No.:		
Street Name:		
Suburb / Town / Village / Locality:		
State:	Postcode:	
4 Development site – location and title details		
Lot:	DP:	Section (where relevant):
Portion No:	Parish:	
Shop / Unit / Street No:	Street name:	
Suburb:	Postcode:	
An inspection of the property may be required. Detail the contact person for Council to arrange access:		
<input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other (e.g. tenant / real estate):		
If you have selected Other provide Name:		Phone:
List any access issues e.g. dog onsite, locked gates:		
5 Commencement Date		
Date work is due to commence:		
6 Principal Certifying Authority (PCA)		
Have you appointed Council as the PCA for the purposes of conducting inspections and issuing compliance certificates (where required), occupation or subdivision certificates?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, do you wish to appoint Council as the PCA?		<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please submit the [Contract for Certification Works](#) with this application, and provide a copy of the receipt for the Occupation Certificate fees.

If a private accredited certifier has been appointed as the PCA, you must provide the following:

Company name:

First Name:

Last Name:

Accreditation Number:

Email:

Note: At least one contact telephone number must be supplied.

Mobile:

Home:

Business:

Street No:

Street name:

Suburb:

Postcode:

7 Home Building Act Requirements

Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the PCA for the development to which the work relates:

(a) in the case of work to be done by a licensee under that Act:

- (i) has been informed in writing of the licensee's name and contractor licence number; and
- (ii) is satisfied that the licensee has complied with the requirements of Part 6 of that Act.

A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.

(b) in the case of work to be done by any other person:

- (i) the PCA has been informed in writing of the person's name and owner-builder permit number, or
- (ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act.

Has the Private PCA been advised as required above?

No Yes

If No, you cannot commence work.

If the PCA is Council and the above requirements were not satisfied at the time of issue of the construction certificate, attach information as specified in (a) (ii) or (b) (ii) above and provide the following information.

Licensee's Name:

Address:

Contractor Licence No.:

Owner-Builder Permit No.:

8 Principal Certifying Authority Declaration

If you have selected a Private accredited certifier to act as your PCA, the PCA must complete the following declaration.

I hereby certify that all conditions of the development consent required to be satisfied prior to the commencement of work have been satisfied.

Signature:

Position (if PCA is a company):

Date:

9 Registered owners' details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application. I/We hereby permit any duly authorised officer of the Shoalhaven City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner First Name:

Last Name:

Owner Signature:

Date:

Company Name *(if applicable)*:

ABN / ACN *(if applicable)*:

Position (if owner is a company):

If there is more than one owner, add additional owner(s) details.

Owner First Name:

Last Name:

Owner Signature:

Date:

Owner First Name:

Last Name:

Owner Signature:

Date:

Owner First Name:

Last Name:

Owner Signature:

Date:

10 Applicant's declaration

I give notice to Council in accordance with the information and in the manner provided in this form. I declare that all the information relating to this notice is, to the best of my knowledge, true and correct. I declare that I am the owner of the property described or, if not the owner, I am the holder of a valid development consent or complying development certificate for the development and I am entitled to appoint a PCA for the works.

When Council is appointed as the PCA at Section 6, I acknowledge this application is deemed an application for an Occupation Certificate under cl 149 of the Environmental Planning and Assessment Regulation 2000.

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Important information

Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of Section 10 of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4229 3111

Lodgement details

You can lodge the completed application by

Email: council@shoalhaven.nsw.gov.au or

In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.