Notice of Commencement of Building Work and Appointment of Council as Principal Certifying Authority

Under Sections 81A(2)(b)(i),(c), or (4)(b)(i),(c), 86(1) and (2) and 109E of the Environmental Planning and Assessment Act 1979 and Section 73A of the Building Professionals Act 2005

About this form
You can use this form to appoint the City of Sydney as the Principal Certifying Authority (PCA) and to notify Council that you intend to commence building or subdivision work

Note: This form is only to be used where the City of Sydney is to be the PCA.

How to complete this form
1. Ensure that all fields have been filled out correctly before submitting the application.
2. Once completed you can submit this form by mail or in person. Please refer to the Lodgement details section in Part 9 for further information.

Part 1: Details of the development site

<table>
<thead>
<tr>
<th>Address number</th>
<th>Street name</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Suburb</th>
<th>Lot number</th>
<th>DP/SP</th>
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<tbody>
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</table>

Part 2: Details of the person making the appointment

Note: The person making the appointment must be the property owner or person having the benefit of the development consent. A building contractor cannot make the appointment unless the contractor is the owner of the development site.

<table>
<thead>
<tr>
<th>Title</th>
<th>Given name/s</th>
<th>Family name</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Organisation name (if applicable)</th>
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<table>
<thead>
<tr>
<th>Address</th>
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</table>

Note: Before this form can be lodged at least one of the modes of contact below must be supplied.

<table>
<thead>
<tr>
<th>Business Number</th>
<th>Mobile Number</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Email Address</th>
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</table>

Note: If you are applying on behalf of a company please state capacity within the company
Part 3: Details of work

Description of proposed development. Is the proposal:  (tick as applicable).

<table>
<thead>
<tr>
<th>Building Work (CDC / CC)</th>
<th>Use of a building (where no building work is proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please provide details in the boxes below:

Please provide a detailed description of works (as per the description of works on the Construction Certificate or Complying Development Certificate):

What is the existing use of the site?

If within an existing building, specify the location of works or use within the building

<table>
<thead>
<tr>
<th>Development Consent/Complying Development number</th>
<th>Date of determination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Construction Certificate number</th>
<th>Date of determination</th>
</tr>
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<tbody>
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</tbody>
</table>

Was the Construction Certificate or Complying Development Certificate issued by Council?  (please tick applicable box below)

Yes [ ] No [ ] If no, please provide the name of the accredited certifier who issued the Construction Certificate or Complying Development Certificate

Certifier’s Accreditation Number

Have all conditions required to be satisfied prior to the commencement of work been satisfied?  
(Conditions may include payment of performance bonds, planning contributions, endorsement of building plans by a Sydney Water 'Tap in' system). Please tick applicable box below.

Yes [ ] No [ ] If no, work must not commence.

Note: If you cannot provide a commencement date at the time of completing this form, you must notify Council in writing of the date at least two (2) days before work commences.

Part 4: Type of work (please tick all applicable boxes below)

1. Are you intending to build, alter or extend:

- [ ] a residential building i.e. dwelling house, villa, duplex, townhouse, flat building including swimming pool/spa, garage, decks, verandahs and fences associated with a dwelling?  Go to Question 2

  OR

- [ ] a commercial premises i.e. a shop, office or food premises or other non-residential type building

  You do not need to answer and further questions, go to Part 5
Part 4: Type of work...continued...

2. For residential works, is the reasonable estimated market cost of the work more than $10,000?

Yes ☐ ☐ Will the proposed work be carried out under an Owner-Builder Permit?

Yes ☐ ☐ Go to Part 5

No ☐ ☐ Go to question 3

No ☐ ☐ Complete the statutory declaration (see Part 7) signed by the owner of the property confirming that the cost of work is not more than $10,000 and complete Part 5

3. Is the reasonable estimated market cost of the work more than $20,000?

Yes ☐ ☐ Attach evidence that the licensed builder has building compensation cover to undertake residential building work (home building compensation cover required by the Home Building Act 1989) and complete Part 5 'licensed Builder'.

No ☐ ☐ If no, complete the statutory declaration (see Part 7) signed by the owner of the property confirming that the cost of work is not more than $20,000 and complete Part 5

Part 5: Details of the person undertaking the approved work

☐ Licensed builder

Name of licensee ☐ Contractor licence number

Company name (if applicable)

Company ABN (if applicable)

Postal address

☐ Unlicensed builder - only for commercial-type (non-residential) buildings

Name ☐ Contact number

Email address

Business address

☐ Owner builder - only for residential work where the estimated cost of work is more than $10,000

Owner-builder - Permit number issued by Fair Trading NSW

Name of permit holder
Part 6: Application Declaration

I declare that:

- I have met all the conditions in the Development Consent or the Complying Development Certificate that must be complied with prior to the commencement of work.
- I appoint the City of Sydney as the Principal Certifying Authority.
- I have completed and lodged a Contract of Certification Work (see Note 1).
- I have included payment of the inspection fees for Council’s services as the Principal Certifying Authority.
- For work associated with buildings other than Class 1 & 10 buildings, where ‘relevant fire safety systems’ are proposed to be installed, altered or modified, plans and specifications of such systems have been provided with this form or have been previously endorsed by Council or a private accredited certifier (see Note 2).
- All the information I have provided is true and correct.

Conflict of Interest
To ensure transparency in Council’s decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council   ☐ Yes   ☐ No

If yes, state capacity/ relationship

Appointee’s name (please print)  Appointee’s Signature  Date

Part 7: Statutory Declaration - Oaths Act 1900

This Statutory Declaration is to be used if required by Part 4 of this form (pages 2 & 3).

I, ______________________________ being the owner of the property located at ______________________________ do solemnly and sincerely declare that the reasonable estimated market cost of the approved building work is not more than:

☐ $10,000  ☐ $20,000

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Owner’s Signature  Date

Witness Verification
* Please cross out any text that does not apply.

I, ______________________________, a ______________________________ certify the following matters concerning the making of this * statutory declaration / affidavit by the person who make it:

1. * I saw the face of the person OR * I did not see the face of the person because the person was wearing a face covering, but am satisfied that the person had a special justification for not removing the covering.
2. * I have known the person for at least 12 months OR * I have confirmed the person’s identity using an identification document and the document I relied on was:
Part 8: Privacy & Personal Information Protection Notice

Purpose of Collection: For delivery of Principal Certifying services in the Council area and as required by legislation.

Intended recipients: Council staff, approved contractors of the Council of the City of Sydney, and other government bodies as required by legislation.

Supply: Voluntary. A completed principal certifying authority appointment form is required for delivery and management of Principal Certifying services and as required by legislation.

Access / Correction: Contact the City of Sydney Council Customer Service Unit (refer to the Lodgement Details).

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000

Part 9: Lodgement Details

You can lodge the completed form by:

EMAIL (preferred): buildingapprovalsadmin@cityofsydney.nsw.gov.au

MAIL: City of Sydney
       GPO Box 1591
       Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney

See our website for details of all customer service centres and opening hours: http://www.cityofsydney.nsw.gov.au/customer-service

WHAT NOW: Once your appointment nomination form has been received and the inspection fees paid, you will be notified in writing of Council's appointment as the PCA. Council will also nominate the critical stage inspections that must be carried out. See also Note 2 in relation to endorsed plans and specifications.

For further information regarding your appointment form please contact us by:

TELEPHONE: (02) 9265 9333 or visit our WEBSITE: www.cityofsydney.nsw.gov.au

Notes for completing the PCA Appointment form

Note 1
The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as accepting an appointment to be the principal certifying Authority (PCA) or to issue an occupation certificate, unless it has entered into a written contract with that person.

If you have not already entered into a contract with Council to undertake the PCA functions, such as at the time of lodging a construction certificate or complying development certificate application, you must complete and sign a Contract for Certification Work and attach it to this form.


NOTE: The appointment form cannot be processed until you attach a signed Contract for Certification Work. When the form, together with the Contract, is lodged the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records.

Note 2
If you have not had plans and specifications of relevant fire safety systems* endorsed as part of your complying development certificate or construction certificate approval, before installing, extending or modifying a relevant fire safety system, plans and specifications for the work must be certified as being compliant through the lodgement of a compliance certificate** or endorsed by a competent fire safety practitioner*** and submitted to the City acting as the principal certifying authority (PCA) for endorsement.

* relevant fire safety system means any of the following:
(a) a hydraulic fire safety system (fire sprinkler suppression system; hydrant; hose reel);
(b) a fire detection and alarm system;
(c) a mechanical ducted smoke control system.

** compliance certificate is a certificate under s109C of the Environmental Planning and Assessment Act 1979 which is issued by a person who is appropriately accredited under the Building Professionals Act.

*** competent fire safety practitioner is a professional and/or technical person that has specialist fire safety skills. The NSW government is presently working on establishing a co-regulatory framework for recognising industry schemes for accrediting individuals as competent fire safety practitioners. In the interim, certifying authorities (including the City) must ensure that the person who performs one of the new functions is competent, and to confirm this in writing. This will require practitioners to complete an application form (contact the City’s Construction and Building Certification Services Unit to obtain the form) and lodge with the PCA appointment form for endorsement.