Contract for Certification Work
Under section 73A of the Building Professionals Act 2005 (NSW) and clause 19A of the Building Professionals
Regulation 2007 (NSW)

About this form (contract)
The City must not carry out certification work for a person unless it has entered into a written contract with that person.
You must therefore complete and sign this Contract for Certification Work and attach it to your application.
When the contract is received it will be signed by an authorised officer and a copy of the executed contract will be emailed to
you for your records.

How to complete this form (contract)
1. Ensure that all fields have been filled out correctly.
2. Once completed you can submit this form by mail, in person or email (provided no credit card payment details
   are attached). Please refer to the Lodgement details section for further information.

Part A: Parties to this contract

1. Applicant
   Title
   Given Name/s
   Family Name
   Organisation name / Company name (if applicable)
   Address
   Preferred contact number
   Email address

2. The Council of the City of Sydney
   ABN  22 636 550 790
   Town Hall House, 456 Kent Street, Sydney NSW 2000
   Phone:    9265 9333
   Email address:  council@cityofsydney.nsw.gov.au

Part B: Introduction

- Council is a certifying authority and employs accredited certifiers who are authorised to carry out certification work on
  behalf of Council.
- Section 73A of the Building Professionals Act 2005 (NSW) says that Council must not carry out certification work for a
  person unless it has entered into a written contract with that person.
- The applicant appoints Council to carry out certification work on the terms set out in this contract.
Part C: Application Type

3. I am the applicant described in the attached Application for:

   - [ ] Complying Development Certificate Application
     (Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)
   - [ ] Construction Certificate Application
     (Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)
   - [ ] Application for Subdivision Works
   - [ ] Compliance Certificate Application
   - [ ] Occupation Certificate Application
     (Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)
   - [ ] Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier

4. The information contained in the attached Application form is incorporated into this contract.

Part D: Certification work to be performed by Council

5. The applicant appoints Council to perform the following certification work:

   - [ ] Determination of Applications for Development Certificates
     Determination of application for a complying development certificate
     Determination of application for construction certificate
     Determination of application for subdivision works certificate
     Determination of application for compliance certificate
     Determination of application for occupation certificate
   - [ ] Undertaking the function of Principal Certifier (PC)
     Appointment of Council as Principal Certifier

   [Note: If you select the City to be your PC you will also need to formally appoint the City as the PC to carry out inspections and to issue an occupation certificate. A form will be forwarded to you with your approval (construction certificate or complying development certificate) to complete and return to the City. A letter confirming the City’s appointment will then be issued allowing you to commence work.]
Part E: Subsequent Appointment of Council as Principal Certifier

6. Particulars of the certification services to be carried out by Council under the contract can be found under 'Building' forms: [http://www.cityofsydney.nsw.gov.au/council/forms-and-publications/forms/pdf-forms - 'Certification Services'].

Note: This part only applies to determinations of applications for:
- complying development certificates
- construction certificates
- subdivision works
- occupation certificates

7. After entering into this contract, the applicant may elect to appoint Council as PC for the development.

8. If the applicant elects to appoint Council as PC for the development, upon lodgement of the form 'Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier' with Council, the applicant agrees that:
   a. this contract will also apply to the subsequent appointment of Council as PC for the development;
   b. the information contained in the application form 'Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier' will be automatically incorporated into this contract;
   c. Council will notify the applicant if an employee certifier nominated under Part H will change. Council will notify the applicant in writing of the name and accreditation number of the different employee certifier who will carry out the PC function; and
   d. the Fees and Charges in Part I will apply.

Part F: Modification of Complying Development Certificate, Construction Certificate or Subdivision Works Certificate

NOTE: This Part only applies to determinations of application for:
- complying development certificates
- construction certificates
- subdivision works certificate

9. After entering into this contract, the applicant may seek to modify a current Complying Development Certificate or Construction Certificate for the development.

10. If a modification is sought, upon lodgement of the application form 'Complying Development Certificate Application' or 'Construction Certificate Application' with Council relating to the modification, the applicant agrees that:
    a. this contract will also apply to the subsequent modification application for the development;
    b. the information contained in the application form 'Complying Development Certificate Application' or 'Construction Certificate Application' will be automatically incorporated into this contract;
    c. Council will notify the applicant if the employee certifier described under Part H will change. Council will notify the applicant in writing of the name and accreditation number of the different employee certifier who will carry out the PC function and
    d. the Fees and Charges in Part I will apply.
Part G: Development details

11. In addition to the site details contained in the attached Application form, the applicant declares that:

   a. the development can be described as (eg: single storey dwelling):

   

   b. the following development consent details apply (tick as applicable)

   [ ] Development consent granted by consent authority

   Name of consent authority

   Development consent no. / identifier  Date of development consent

   [ ] Development consent given by the issue of a complying development certificate (CDC)

   Name of certifying authority

   CDC no. / identifier  Date of CDC (determination)

   [ ] Part 6 certificates issued under the Environmental Planning and Assessment Act 1979 (Construction Certificate, Compliance Certificate, Subdivision Works Certificate, Occupation Certificate)

   Type of Part 6 certificate issued:  Name of certifying authority

   Certificate no. / identifier  Date of certificate (determination)

   c. the following approved documents apply:

   Details of plans, specifications and other documents approved by development consent / CDC:

   

   Details of plans, specifications and other documents the subject of any Part 6 certificate:

   

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Part H: Certifier's details

12. Council proposes, at the date of this contract, to have the following employee certifier carry out the certification work:

<table>
<thead>
<tr>
<th>Name of Certifier</th>
<th>Accreditation number</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Riley</td>
<td>BPB0861</td>
</tr>
</tbody>
</table>

13. Council proposes, at the date of this contract, that all inspections required under the Environmental Planning and Assessment Act 1979 in connection with the certification work will be carried out by one of the following employee certifiers:

<table>
<thead>
<tr>
<th>Name of Certifier</th>
<th>Accreditation number</th>
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</thead>
<tbody>
<tr>
<td>Joe Burton</td>
<td>BPB1535</td>
</tr>
<tr>
<td>Peter Conroy</td>
<td>BPB0862</td>
</tr>
<tr>
<td>Lee Dunstan</td>
<td>BPB1017</td>
</tr>
<tr>
<td>Shane Kelly</td>
<td>BPB0860</td>
</tr>
<tr>
<td>John Lee</td>
<td>BPB0863</td>
</tr>
<tr>
<td>Joe Pignone</td>
<td>BPB1871</td>
</tr>
<tr>
<td>Rajendra Rajbhandary</td>
<td>BPB1201</td>
</tr>
<tr>
<td>Siva Somalingham</td>
<td>BPB0581</td>
</tr>
<tr>
<td>Emilia Valkov</td>
<td>BPB1190</td>
</tr>
<tr>
<td>Qian Wang</td>
<td>BPB2049</td>
</tr>
</tbody>
</table>

14. If Council later decides to have a different employee certifier carry out the certification work or the inspections, Council will notify the applicant in writing of the name and accreditation number of that other person.

Part I: Fees and Charges

Determination of Applications for Development Certificates

15. The applicant must pay the fees and charges for the determination of an application for a development certificate (including modification of a current certificate, where relevant) as specified in Council's Schedule of Fees and Charges.

16. These fees and charges must be paid to Council before, or at the time, the application for a development certificate is lodged with Council.

17. In the case of fees and charges payable for work arising from unforeseen contingencies, such as the assessment of performance solutions, these fees and charges will be calculated as specified in Council's Schedule of Fees and Charges. Council will issue a payment notice to the applicant within 21 days after the completion of such work and the applicant must pay by the due date specified on the payment notice.

Undertaking the functions of Principal Certifier (PC)

18. The applicant must pay the fees and charges for Council to carry out the functions of a PC for the development as specified in Council's Schedule of Fees and Charges.

19. These fees and charges must be paid to Council in full at the time of lodging the PC appointment form (after the construction certificate or complying development certificate is issued) and before Council commences to carry out the functions of PC.

20. In the case of fees and charges payable for work arising from unforeseen contingencies, such as additional inspections, these fees and charges will be calculated as specified in Council's Schedule of Fees and Charges. Council will issue a payment notice to the applicant within 21 days after the completion of such work and the applicant must pay by the due date specified on the payment notice.
Part I: Fees and Charges

**Council's Schedule of Fees and Charges**

21. Council's Schedule of Fees and Charges can be obtained from Council's One Stop Shop, Neighbourhood Service Centres or is available for download from the City of Sydney website and it is the responsibility of the applicant to obtain a copy. 

Part J: Information brochure

22. The Building Professionals Regulation 2007 requires an information brochure containing information about the statutory obligations of certifiers, published by the Building Professionals Board, to be attached to this contract.

23. The Building Professionals Board has not published a brochure as at the date of this contract.

Part K: Execution of Contract

This contract is made on the date it is signed by Council:

**Individual Applicant**

**SIGNED** by the applicant in the presence of:

<table>
<thead>
<tr>
<th>Witness signature:</th>
<th>Applicant's signature:</th>
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Name & Address of Witness (printed): 

<table>
<thead>
<tr>
<th>Applicant's name (printed):</th>
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Date:

**Incorporated Company**

**SIGNED** by the applicant in accordance with section 127 of the Corporations Act 2001:

<table>
<thead>
<tr>
<th>Director signature:</th>
<th>Director / Secretary signature:</th>
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Name (printed):

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Date:

**Authorised Officer**

**SIGNED** for and on behalf of the Council of the City of Sydney by its duly authorised officer in the presence of:

<table>
<thead>
<tr>
<th>Witness signature:</th>
<th>Authorised Officer Signature:</th>
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</table>

Name of Witness (printed): 

<table>
<thead>
<tr>
<th>Name of Authorised Officer (printed):</th>
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</table>

Date:

** This section will be completed by the Building Certification Services team after lodgement.
Lodgement Details

This form can be submitted to Council as follows:

MAIL:  City of Sydney, GPO Box 1591, Sydney NSW 2001  DX Address:  1251 Sydney

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:  An executed copy of the Contract will be forwarded to you for your records. Your application will then be assessed and should further information be required, an officer will contact you.

EMAIL:  council@cityofsydney.nsw.gov.au
TELEPHONE:  (02) 9265 9333
WEBSITE:  www.cityofsydney.nsw.gov.au

Privacy & Personal Information Protection Notice

Purpose of Collection:  For Council to carry out certification work for an individual or organisation.

Intended recipients:  Council staff and approved contractors of the Council of the City of Sydney. A Contract of Certification Work is required by law in order for the City of Sydney Council to carry out certification work. The contract must be correctly completed & signed for certification work to occur.

Supply:  Contact the City of Sydney Council Customer Service Unit to access or correct this information. The City of Sydney Council 456 Kent St Sydney.