



Locked Bag 22, (184 – 194 Bourke Street)
 GOULBURN NSW 2580
 Phone: 4823 4444

PCA No:	_____
CC No:	_____
MOD CC No:	_____
CDC No:	_____
OC No:	_____

Appointment of Council as Principal Certifying Authority (PCA) & Contract for Council to Undertake Certification Work

Section 1 Type of application	<input type="checkbox"/> Appointment of Principal Certifying Authority (PCA) and / or Made under section 73A of the Building Professionals Act 2005 (NSW) and clause 19A of the Building Professionals Regulation 2007 (NSW) <input type="checkbox"/> Construction Certificate Application and / or Made under Part 6 of the Environmental Planning & Assessment Act 1979. <input type="checkbox"/> Modify a Construction Certificate Application and / or Made under Clause 148 of the Environmental Planning & Assessment Regulation 2000. <input type="checkbox"/> Complying Development Certificate Application Made under Part 4 of the Environmental Planning & Assessment Act 1979. <input type="checkbox"/> Occupation Certificate Application Under Part 6 of the Environmental Planning and Assessment Act 1979 and clause 149 of the Environmental Planning and Assessment Regulation 2000.
Section 2 About this agreement	<p>This is a Contract to be completed where Goulburn Mulwaree Council is appointed as the Principal Certifying Authority (PCA) in accordance with section 81A of the Environmental Planning & Assessment Act 1979. This Contract complies with the requirements of section 73A of the Building Professionals Act 2005.</p> <p>The person having the benefit of the consent (i.e. the owner of the land) must appoint the PCA and apply for the applications relevant to the Development. Such appointment / application may not be made by any person who will carry out building work (e.g. builder or sub-contractor), unless that person is also the owner of the land. Such appointment is not effective until the development consent has been issued.</p>
Section 3 Contract for Certification	<p>This appointment represents a Contract for Certification Work, in accordance with section 73A of the Building Professionals Act 2005.</p> <p>The contract relates to the following certification work:</p> <ul style="list-style-type: none"> • Application and determination of a Complying Development Certificate, or • Application and determination of a Construction Certificate, and/or • Application and determination of an Occupation Certificate, and/or • Principal Certifying Authority (PCA) inspections/functions. <p>Applications for a Construction Certificate, Complying Development Certificate and Occupation Certificate will be assessed and determined by a Council Officer (accredited by the NSW Building Professionals Board), in accordance with the relevant requirements of the Environmental Planning & Assessment Act 1979 and the Building Professionals Act 2005.</p>
Section 4 Property details	No: _____ Street name: _____ Suburb: _____ Lot: _____ Section: _____ DP: _____
Section 5 Owner's details	Name (please print): _____ Company (if applicable): _____ Postal Address: _____ Suburb: _____ State: _____ Postcode: _____ E-mail: _____ Fax: _____ Phone: _____ Mobile: _____

Section 6	As the owner(s) of the above property, I / we consent to appointment of the nominated principal certifying authority and accept the terms and conditions of this contract including the associated payment of fees:
Owners Signatures	Name: _____ Name: _____ Signature: _____ Signature: _____ Date: _____ Date: _____
Witness Signatures	Name: _____ Name: _____ Signature: _____ Signature: _____ Date: _____ Date: _____

Section 7	Description of building or PART of building: _____ _____ _____
Description of the Building	Building Classification (Under the Building Code of Australia): _____

Section 8	Building works
Estimated Cost of works	Value of work \$ _____ <i>The contract price, or if there is no contract a genuine and accurate estimate, for all labour and material costs associated with all demolition and construction required for the development, including the cost of construction of any building and the preparation of a building for the purpose for which it is to be used (such as the costs of installing plant, fittings, fixtures and equipment). GST is also to be included.</i>

Section 9	Is Development Consent required for any building / subdivision works?
Consent details	No <input type="checkbox"/> ➤ Provide details _____ Yes <input type="checkbox"/> ➤ Has development consent been granted? Yes <input type="checkbox"/> ➤ What is the Development Consent No? _____ ➤ What date was development consent granted? _____ No <input type="checkbox"/> ➤ Provide details _____

Section 10	Note: principal contractor for building work means the person responsible for the overall co-ordination and control of the building work.
Principal Contractor Details	Who will be doing the building work? <input type="checkbox"/> Not determined at this time (This information will be required prior to work commencing) <input type="checkbox"/> Intend to carry out the work as an owner-builder (See notes below) <input type="checkbox"/> Licensed Builder Builders Name (please print): _____ Company (if applicable): _____ Postal Address: _____ Suburb: _____ State: _____ Postcode: _____ E-mail: _____ Phone: _____ Licence Number: _____ Expiry Date: _____
	Note: • If a licensed builder is not engaged and the value of any residential work exceeds \$10,000, a copy of an Owner-Builder permit must be submitted to the PCA prior to building work commencing. Further information about Owner-Builder permits can be obtained from the NSW Fair Trading website www.fairtrading.nsw.gov.au • If you are using a licensed builder for residential building work exceeding \$20,000, a Certificate of Home Warranty Insurance must be provided. For more information, refer to the Home Warranty Insurance Fund website www.homewarranty.nsw.gov.au

Section 11 Long Service Levy	<p>If the value of work is \$25,000 or more (inclusive of GST), the Building and Construction Industry Long Service Levy must be paid before a Construction Certificate can be issued. The levy can be paid online through the Long Service Payments Corporation website or alternatively, the levy can be paid to Council who are agents for the Long Service Payments Corporation.</p> <p>Has the Long Service Levy been paid?</p> <p><input type="checkbox"/> Yes (Please ensure you have attached a copy of the levy payment receipt)</p> <p><input type="checkbox"/> No (The Long Service Levy must be paid prior to the Construction Certificate being issued)</p> <p><input type="checkbox"/> Long Service Levy not required</p>
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Section 12 Home Warranty Insurance	<p>If you are using a licenced builder for residential building work exceeding \$20,000, a Certificate of Home Building Compensation (HBCF) must be provided to confirm that it has been obtained. For more information, refer to the Home Building Compensation Fund Insurance website</p> <p>Has a Certificate of Insurance under the HBCF been provided?</p> <p><input type="checkbox"/> Yes</p> <p>(Please ensure you have attached a copy of the HBCF Certificate of Insurance)</p> <p><input type="checkbox"/> No</p> <p>(A copy of the HBCF Certificate of Insurance must be submitted to the PCA prior to building work commencing. The PCA may not be able to carry out inspections if the HBCF Certificate of Insurance has not been provided.)</p> <p><input type="checkbox"/> HBCF Insurance not required</p>
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Section 13 Other Required Approvals	<p>Has a S68 Approval been granted? (Local Government Act 1993)</p> <p><input type="checkbox"/> Yes – Approval Number: _____</p> <p><input type="checkbox"/> No – (A separate application form is required)</p> <p>Has a S138 Approval been granted? (Roads Act 1993)</p> <p><input type="checkbox"/> Yes – Approval Number: _____</p> <p><input type="checkbox"/> No – (A separate application form is required)</p>
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Section 14 Australian Bureau of Statistics	<p>All new buildings</p> <ul style="list-style-type: none"> • Number of storeys (including underground floors). _____ • Gross floor area of existing building. _____ (m²) • Gross floor area of new building. _____ (m²) • Gross site area. _____ (m²) <p>Residential buildings only</p> <ul style="list-style-type: none"> • Number of dwellings to be constructed. _____ • Number of pre-existing dwellings on site. _____ • Number of dwellings to be demolished. _____ • Will the dwelling(s) be attached to other new buildings? Yes <input type="checkbox"/> No <input type="checkbox"/> • Will the dwelling(s) be attached to existing buildings? Yes <input type="checkbox"/> No <input type="checkbox"/> • Does the site contain a dual occupancy? Yes <input type="checkbox"/> No <input type="checkbox"/> <p>Indication of materials to be used</p> <table style="width: 100%; border: none;"> <tr> <td colspan="4">Walls</td> </tr> <tr> <td><input type="checkbox"/> Brick (double)</td> <td>Code 11</td> <td><input type="checkbox"/> Curtain Glass</td> <td>Code 50</td> </tr> <tr> <td><input type="checkbox"/> Brick (vener)</td> <td>Code 11</td> <td><input type="checkbox"/> Steel</td> <td>Code 60</td> </tr> <tr> <td><input type="checkbox"/> Concrete/Stone</td> <td>Code 20</td> <td><input type="checkbox"/> Aluminium</td> <td>Code 70</td> </tr> <tr> <td><input type="checkbox"/> Fibre Cement</td> <td>Code 30</td> <td><input type="checkbox"/> Other</td> <td>Code 80</td> </tr> <tr> <td><input type="checkbox"/> Timber</td> <td>Code 40</td> <td><input type="checkbox"/> Unknown</td> <td>Code 90</td> </tr> <tr> <td colspan="4">Roof</td> </tr> <tr> <td><input type="checkbox"/> Tiles</td> <td>Code 10</td> <td><input type="checkbox"/> Steel</td> <td>Code 60</td> </tr> <tr> <td><input type="checkbox"/> Concrete/Slate</td> <td>Code 20</td> <td><input type="checkbox"/> Aluminium</td> <td>Code 70</td> </tr> <tr> <td><input type="checkbox"/> Fibre Cement</td> <td>Code 30</td> <td><input type="checkbox"/> Unknown</td> <td>Code 90</td> </tr> <tr> <td colspan="4">Floor</td> </tr> <tr> <td><input type="checkbox"/> Concrete</td> <td>Code 20</td> <td><input type="checkbox"/> Timber</td> <td>Code 10</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>Code 80</td> <td><input type="checkbox"/> Unknown</td> <td>Code 90</td> </tr> <tr> <td colspan="4">Frame</td> </tr> <tr> <td><input type="checkbox"/> Timber</td> <td>Code 40</td> <td><input type="checkbox"/> Steel</td> <td>Code 60</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>Code 80</td> <td><input type="checkbox"/> Unknown</td> <td>Code 90</td> </tr> </table>	Walls				<input type="checkbox"/> Brick (double)	Code 11	<input type="checkbox"/> Curtain Glass	Code 50	<input type="checkbox"/> Brick (vener)	Code 11	<input type="checkbox"/> Steel	Code 60	<input type="checkbox"/> Concrete/Stone	Code 20	<input type="checkbox"/> Aluminium	Code 70	<input type="checkbox"/> Fibre Cement	Code 30	<input type="checkbox"/> Other	Code 80	<input type="checkbox"/> Timber	Code 40	<input type="checkbox"/> Unknown	Code 90	Roof				<input type="checkbox"/> Tiles	Code 10	<input type="checkbox"/> Steel	Code 60	<input type="checkbox"/> Concrete/Slate	Code 20	<input type="checkbox"/> Aluminium	Code 70	<input type="checkbox"/> Fibre Cement	Code 30	<input type="checkbox"/> Unknown	Code 90	Floor				<input type="checkbox"/> Concrete	Code 20	<input type="checkbox"/> Timber	Code 10	<input type="checkbox"/> Other	Code 80	<input type="checkbox"/> Unknown	Code 90	Frame				<input type="checkbox"/> Timber	Code 40	<input type="checkbox"/> Steel	Code 60	<input type="checkbox"/> Other	Code 80	<input type="checkbox"/> Unknown	Code 90
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<p>Section 15</p> <p>Notice of commencement of work:</p>	<p>Building work: (if required) will commence on: _____ / _____ / _____</p> <p>and /or</p> <p>Subdivision work: (if required) will commence on: _____ / _____ / _____</p>
<p>Section 16</p> <p>Compliance with Consent or Certificate</p>	<p>By completing this appointment, you confirm that no building works in relation the development have started before the appointment of Council as PCA.</p> <p>Ensure all works are carried out in accordance with the conditions of any development consent, construction certificate or complying development certificate (as applicable), the relevant provisions of the Building Code of Australia and the EP&A Act.</p> <p>Council must approve any amendments or variations to the development, before any work has started that relates to the amendment or variation.</p> <p>If works are not completed in accordance with the development consent, construction certificate or complying developing certificate, Council may refuse to issue an occupation certificate. Council may also serve a notice and order for you to comply with the relevant consent, or may institute legal proceedings.</p>
<p>Section 17</p> <p>Appointment of Principal Certifying Authority</p>	<p>STATUTORY OBLIGATIONS OF ACCREDITED CERTIFIERS</p> <p>The Council is a certifying authority and employs accredited certifiers who are authorised to carry out certification work which is the subject of this Contract on behalf of Council.</p> <p>PRINCIPAL CERTIFYING AUTHORITY (PCA)</p> <p>Goulburn Mulwaree Council 184 – 194 Bourke Street GOULBURN NSW 2580 Phone: 4823 4444 council@goulburn.nsw.gov.au</p> <p>The details of the officers employed by Council as Accredited Certifiers, any of whom may carry out certification work and inspections under this contract, can be found on the Building Professionals Board website bpb.nsw.gov.au</p>
<p>Section 18</p> <p>Change Principal certifying Authority</p>	<p>Does the above appointment seek to replace a previous appointment?</p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> ➤ Attach an agreement to the change signed by the current certifier, proposed certifier and person eligible to appoint a principal certifying authority for the development or,</p> <p>➤ Attach written approval from the Building Professional Board to the change.</p>
<p>Section 19</p> <p>Notice of inspections</p>	<p>Suitable arrangements are to be made with Council to carry out the critical stage inspections or other inspections. You must give Council at least 48 hours' notice (excluding weekends and public holidays) before each required inspection.</p> <p>Inspections can be booked by contacting Council's customer service on 02 4823 4444 Monday to Friday during normal business hours.</p> <p>A satisfactory inspection result must be obtained from Council for each relevant stage of construction, before construction can proceed to the next stage.</p>
<p>Section 20</p> <p>Critical Stage Inspections</p>	<p>Mandatory inspections</p> <p>Council will undertake mandatory critical stage building inspections where applicable during the building process. These inspections include but are not limited to:</p> <p>The occasions on which building work must be inspected are:</p> <ul style="list-style-type: none"> • After excavation for, and prior to the placement of, any footings; • Prior to pouring any in-situ reinforced concrete building element; • Prior to covering of the framework for any floor, wall, roof or other building element; • Prior to covering waterproofing in any wet areas; • Prior to covering any storm water drainage connections; • After the building work has been completed and prior to any occupation certificate being issued in relation to the building. <p>In addition, Council may require other inspections. The stages of construction that may be required to be inspected by Council as the PCA prior to proceeding to the next stage of construction or covering up works.</p> <p>Note: Building works must not proceed to the subsequent stages of construction without obtaining a satisfactory inspection from Council for each relevant stage of construction</p>

Section 21 Swimming Pool Inspections	<p>Council will undertake mandatory critical stage building inspections where applicable during the building process. These inspections include but are not limited to:</p> <ul style="list-style-type: none"> • After excavation for, and prior to the placement of a fiberglass pool; • Prior to pouring any in-situ reinforced concrete; • As soon as practicable after the barrier has been erected, • After work has been completed and prior to the pool being used.
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Section 22 Plumbing & Drainage Inspections	<p>All required plumbing and drainage inspections are to be carried out by Council as the Water & Sewer Authority.</p> <ul style="list-style-type: none"> • All internal and external drainage prior to backfill; • All internal hot and cold plumbing works prior to the installation of insulation and internal linings; • Effluent Management Areas prior to backfill or covering; • Prior to use of the On-Site Sewerage Management system; • At the completion of all plumbing works and prior to the occupation of the dwelling.
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Section 23 Third Party Certification Works	<p>To ensure compliance with the development consent, construction certificate or complying development certificate (as applicable), you may be required to submit third party certification from a suitably qualified person in a specific field to Council (eg: structural engineer), demonstrating a specific matter complies with a relevant standard.</p> <p>Council will advise when this is required as part of an inspection result.</p> <p>The certification is in addition to the critical stage inspections or other inspections listed above.</p>
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Section 24 Occupation Certificate	<p>The PCA shall only issue an Occupation Certificate for the building works when the PCA is satisfied that:</p> <ol style="list-style-type: none"> the health and safety of the occupants of the building have been taken into consideration where an interim occupation certificate is being issued, and a current development consent or complying development certificate is in force for the building, and if any building work has been carried out, a current construction certificate (or complying development certificate) has been issued with respect to the plans and specifications for the building, and the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia.
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Section 25 Councils Signatures	<p>Signed for and on behalf of Council by an authorised officer **</p> <p>Officers Name: _____ Signature: _____</p> <p>Officers Position: _____ Date: _____</p>
Witness Signatures	<p>Witness Name: _____ Witness Signature: _____</p> <p>Date: _____</p> <p>** This section will be completed by an Accredited Certifier after lodgement and a copy returned to the owner.</p>

Section 26 Office use only	Construction Certificate Fee	\$ _____
	Complying Development Fee	\$ _____
	Long Service Levy (value of works >than \$25,000)	\$ _____
	Long Service Levy Administration Fee.	\$ _____
	New Building Inspection Package (Dwellings)	\$ _____
	Additions (existing building). Drainage inspections required.	\$ _____
	Additions (existing building). Drainage inspections not required.	\$ _____
	Other structures (carports / outbuildings)	\$ _____
	Water & sewer inspections only (where Council is not the PCA)	\$ _____
	Occupation certificate only	\$ _____
	Other Fees	\$ _____
TOTAL AMOUNT		\$ _____
Received By:	Date:	Receipt No:

Council collects personal information only for a lawful purpose that is directly related to Council's functions and activities. For further information please contact Council's Privacy Officer or refer to Council's Privacy Management Policy at www.goulburn.nsw.gov.au