**NOTICE OF COMMENCEMENT OF BUILDING WORKS**

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| Please complete and confirm the following details and upload to the NSW Planning Portal (PC Appointment) a minimum of 2 days before any work commences |

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| --- | --- |
| Construction Certificate Number: |  |
| Development Description: |  |
| Subject Land: |  |
| Proposed date that building works will commence: |  |
| Statement of Compliance: | Have all conditions of the development consent that must be addressed prior to the commencement of work been satisfied?  Yes  No |
| Land Owners Name: |  |
| Land Owners Signature: |  |
| Date of Notice: |  |

**PLEASE SELECT ONE (1) OF THE FOLLOWING:**

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| **PRINCIPAL CONTRACTOR**  For residential building works valued more than $20,000 including residential outbuildings such as garages and pools being undertaken by a licensed builder, the builder must obtain Home Building Compensation Fund Insurance and **A COPY OF THE HOME BUILDING COMPENSATION FUND INSURANCE CERTIFICATE MUST BE ATTACHED TO THIS FORM AND SUBMITTED TO COUNCIL.** | |
| Company Name: |  |
| Builders Name: |  |
| Builders Licence No: |  |
| Insurance Certificate No: |  |
| Postal Address: |  |
| Email: |  |
| Phone: |  |

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| **OWNER BUILDER**  For residential building works valued more than $10,000 including residential outbuildings such as garages and pools either an appropriately licensed builder must be used or the owner must obtain an owner builder permit and **A COPY OF THE OWNER BUILDER PERMIT MUST BE ATTACHED TO THIS FORM AND SUBMITTED TO COUNCIL.** | |
| Owner Builder Name: |  |
| Owner Builder Permit No (for works over $10,000): |  |
| Postal Address: |  |
| Email: |  |
| Phone: |  |

If you require an Owner Builder Permit or have any enquiries in relation to the process to obtain an Owner Builder Permit please contact Service NSW: [Service NSW](https://www.service.nsw.gov.au/transaction/apply-owner-builder-permit#:~:text=Introduction,need%20an%20Owner%2DBuilder%20Permit).