



## APPOINTMENT OF COUNCIL AS PRINCIPAL CERTIFYING AUTHORITY

### INTRODUCTION

This form is to appoint Blayney Shire Council as the Principal Certifying Authority (PCA), where you have previously applied for or obtained either a Construction Certificate or a Complying Development Certificate from Blayney Shire Council but not appointed a PCA. *Office use: DA No. ....*

### DEVELOPMENT

This PCA appointment applies to building work as follows:  
 Description of development (e.g. dwelling, dwelling additions/alterations, shed etc.)

.....  
 .....

### PROPERTY DETAILS

*Assessment No/Lot/Section/DP Numbers can be found on the Certificate of Title or the Rates Notice for the land.*

Lot No/s ..... Section ..... DP No/s.....  
 Property/House No..... Street/Road Name.....  
 Town/Locality ..... Postcode.....

### DEVELOPMENT APPROVALS (if known)

Development Consent No:..... Construction Certificate No:.....  
 Complying Development Certificate No:.....

### APPLICANT (APPOINTER'S) DETAILS

Only the owner or person having the benefit of the Construction Certificate or Complying Development Certificate can appoint a Principal Certifying Authority. The builder, contractor or any other person who will carry out work cannot appoint the Principal Certifying Authority unless that person is the owner of the land.

Name.....  
 Postal Address .....  
 Town/Locality ..... Postcode.....  
 Daytime Phone ..... Mobile.....  
 Email ..... Fax.....

### APPOINTER'S DECLARATION

As the owner or person having the benefit of the Construction Certificate or Complying Development Certificate stated on this form, I appoint the Blayney Shire Council as the Principal Certifying Authority.

I declare that all the information provided in this application is, to the best of my knowledge, true and correct. I understand that I am entering into a contract with Council as required by section 73A of the Building Professionals Act 2005.

I agree to appoint Blayney Shire Council to carry out all necessary certification work relevant or related to the development.

I agree to the terms and conditions as set out in Schedule A.

**Notes:**

- If more than one owner, **every owner must sign.**
- If the owner is a company, this form must be signed by the authorised Director of the company.
- If you are signing on the owners behalf as the owners legal representative, you must state the nature of your legal authority and attach documentation evidence (eg: Power of Attorney)

Full Name:..... Full Name: .....

Postal Address:..... Postal Address: .....

Signature: ..... Signature: .....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If signing on behalf of a Company, please indicate your position within the Company.

Position: ..... Position: .....

**COUNCIL'S AGREEMENT**

Council agrees to provide Principal Certifying Authority services as indicated in Schedule A, to issue compliance certificates and occupation certificates as appropriate and to conduct inspections as required for the approved works.

Signature: ..... Date:.....

# APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

*Environmental Planning and Assessment Act 1979*

## Schedule A

### **OBLIGATIONS OF THE CLIENT/APPLICANT**

**The client shall:**

- Not engage any other Principal Certifying Authority once Council has been appointed the Principal Certifying Authority without first notifying Council in writing in accordance with the requirements of the Environmental Planning and Assessment Act 1979.
- Use competent licensed trades persons for all aspects of the building work.
- Provide Council with all relevant drawings, plans, specification and documentation associated with the development consent/complying development certificate/construction certificate including:
  - Structural engineers details for all footings, slabs and structural steelwork;
  - Bracing and tie-down details as required by the National Timber Framing Code of AS1684, prior to frame inspection.
- Provide all information that the client can obtain to enable Council to fulfil its obligations.
- Ensure stamped copies of the approved plans are on site at all times.
- Provide Council with Notice of Commencement two days prior to work commencing.
- Ensure that the site complies with all relevant work health and safety legislation and that access to the site is not inhibited in any way to the Council for the purposes of undertaking inspections.
- Accept responsibility to ensure that its Agents are aware of the necessity for the inspection to be carried out prior to covering/concealing work and where the inspections find that the project has deficiencies that all necessary steps are taken to ensure that the rectification works are undertaken to allow the project to continue.
- Agree to make payment of fees where re-inspection is required, at the rate set by Council's Fees and Charges prior to Council conducting further scheduled inspections or issue of an Occupation Certificate and accepts responsibility to ensure that the building is not occupied prior to Council conducting a satisfactory final inspection and issuing an Occupation Certificate.
- Agree to comply with the provisions of the attached schedules for the purposes of standards of construction and submission of certificates.
- That inspections as listed below are undertaken by the Principal Certifying Authority for the purposes of satisfying itself that during stages of the construction the nominated work is being completed in accordance with the approved development consent, construction certificate or complying development certificate, the Building Code of Australia and associated legislation.
- Agree that they or their agent will give Council not less than forty eight (48) hours prior notice for each inspection and that the work will not be covered until the inspection has been carried out and the work passed by Council.

### **OBLIGATIONS OF COUNCIL**

**In issuing the Construction Certificate/Complying Development Certificate, Council shall:**

**Issue a Construction Certificate/Complying Development Certificate where appropriate:**

1. Once all the fees have been paid;
2. Once conditions of development consent required to be satisfied prior to issue of the construction certificate have been satisfied;
3. Submitted plans and specifications indicate that the design and construction of the proposed building complies with the development consent and the regulations; and
4. Submitted plans and specifications indicate compliance with the Building Code of Australia.

**Carry out inspections as follows:**

1. Council shall nominate the specific inspections required for the development and notify the applicant with the Notice of Determination.

2. Council shall carry out as many inspections as it considers necessary in addition to those nominated in the inspection schedule, to satisfy itself that the development complies with approved plans and conditions of development consent.
3. Where works have been found to be incomplete or non-compliant, additional inspections may be charged to the client/applicant at the rate nominated in Council's Management Plan.

### **SCHEDULE OF REQUIRED CRITICAL STAGE INSPECTIONS**

The following mandatory “**critical stage**” inspections must be carried out in addition to any other inspections specified within the development consent:

#### **Class 1 or 10 Buildings**

- 1 After excavation for and prior to the placement of any footings;
- 2 Prior to pouring any in-situ reinforced concrete building element;
- 3 Prior to covering the framework for any floor, wall, roof or other building element;
- 4 Prior to covering waterproofing in any wet area;
- 5 Prior to covering the stormwater drainage connections;
- 6 After the building work has been completed and prior to any occupation certificate being issued in relation to the building; and/or
- 7 In the case of a swimming pool, as soon as practicable after the barrier (if one is required under the *Swimming Pools Act 1992*) has been erected.

**Note:** For Class 2-9 buildings, the critical stage inspections are listed in Clause 162A of the Environmental Planning & Assessment Regulation 2000.