



Warringah Council

Principal Certifying Authority (PCA) Form

Notice of commencement building or subdivision works & appointment of Principal Certifying Authority

Address the application to:

- The General Manager
Warringah Council
DX 9118 Dee Why
- Customer Service Centre
Warringah Council
Civic Centre, 725 Pittwater Road
Dee Why NSW 2099

If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111 or;
- Come in and talk to us

Office Use Only

June 07

PLEASE NOTE

This form can be used to notify Warringah Council that:

- you have appointed a Principal Certifying Authority (PCA); and
- you intend to commence building or subdivision work.
- accredited persons can use any form provided it includes information required by the EPA Act and regulations.
- all sections must be completed (N/A if not applicable)

NOTE: Works cannot start until this form is received by Warringah Council.

PART 1 Application and site details

1. Applicant

Mr Mrs Ms Other

It is important that we are able to contact you if we need more information.

Full Family name (no initials) (or Company)

Please give us as much detail as possible.

Full Given names (no initials) (or A.C.N)

Please note the owner or the person having the benefit of the Development Consent is to complete this form.

Postal address
We will post all letters to this address Post Code

Your Builder cannot complete this for you as per recent changes to the Act 109E.

Phone () Alternate ()

Mobile Facsimile ()

Contact Person

Person who may be contacted to discuss the application during business hours

2. Land to be developed

Unit No. House No. Street

We need this to correctly identify the land.

Suburb

Lot No, DP/MPS etc

vol/fol area of site (m²) These details are shown on your rate notices, property deeds, etc

3. Work proposed

Type Building Subdivision

Please tick appropriate box.
Please provide a brief description of the work to be carried out.

PART 2 Development Details

1. Development approvals granted

Provide specific application/approval numbers relevant to the subject development.

Development Application No.

Date consent was granted

And Construction Certificate No.

Date certificate was issued

Or Complying Development Certificate No.

Date certificate was issued

2. Appointment of PCA

Please tick the appropriate box

I have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work.

I have appointed a Principal Certifying Authority.

Name of PCA

Where other than Council:

Address of PCA

Phone (not mobile) of PCA

Mobile of PCA

Facsimile of PCA

Where the PCA is an accredited certifier

Accreditation body of the certifier

Accreditation no. of the certifier

3. Residential building work

Please tick the appropriate box.

Please Note:

Where an owner/builder engages any sub-contractor for any work component exceeding \$12,000 in cost, a contract of insurance pursuant to Part 6 of the Home Building Act must be in force for each component.

Are you going to build a house or other dwelling or alter or add to a dwelling?

Yes

No (Go directly to Part 2 4d Commencement date)

Are you an owner/builder? (The work must be carried out by a licensed builder)

Yes

No

If yes – What is your owner/builder permit no?
(A certified copy must be attached)
(go directly to Part 2 4d Commencement date)

If no – what is the name of the builder?

What is his/her phone no?

What is his/her contractor licence no?

Have you attached evidence (a certificate of a contract of insurance pursuant to Part 6 of the Home Building Act) that the licensed builder is insured to carry out this type of work?

Yes

No

(If no, you must attach a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$12,000).

PART 2 Development Details (con't)

D. Commencement date

Date the work will commence:

Please tick the appropriate box.

Minimum notice of two full working days (48 hours) is required to be given under the Environmental Planning and Assessment Act, 1979. Note: This notice period is to begin from the next working day and is not to include the day on which the form is submitted to Warringah Council.

PART 3 Checklist

1. Checklist

Have you met all relevant conditions?

Yes

No

Please tick the appropriate box.

Have you paid all relevant fees associated for your consent?

Yes

No

This includes long service levy, inspections, S94 contributions and bonds (if applicable)

One of the following must be attached

Current copy of owner builder permit?

Yes

No

Builders insurance for residential works > \$12,000?

Yes

No

Quote from builders for costs of works < \$12,000?

Yes

No

PART 4 Declarations

1. Principal certifying authority declaration

I acknowledge that, in this case of residential building work, that I have seen evidence that a contract of insurance is in place pursuant to Part 6 of the Home Building Act 1989 and I have seen evidence that the builder is licensed or that I have seen evidence that the building works are to be undertaken by a person with an owner/builder permit.

I acknowledge that I have been appointed by the applicant to carry out the role of the PCA for this development.

I acknowledge that all conditions of the development consent that are required to be satisfied prior to the work beginning, have been satisfied, including that all relevant fees, charges and contributions have been paid.

Name (please print)

Applicant Signature

Date ___/___/___

2. Owner's Signature

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

Name (if you are not the owner, please print)

If you are not the owner, in what capacity are you signing, and attach documentation, from the owner, substantiating that you are the owner's agent.

Owner's Signature

Date ___/___/___

PART 5 Policy

1. Privacy policy

The information that you provide in this notice is required under the Environmental Planning and Assessment Act 1979 if you are going to erect a building or carry out subdivision work.

If you do not provide the information to Warringah Council, you cannot begin the work.

The information in this form will be held by Warringah Council. Please contact Warringah Council if the information you have provided is incorrect or changes in the future.

Office Use Only - Part A*

Receipt No:	<input type="text"/>	Cashier Type 6190:	<input type="text"/>
Property No:	<input type="text"/>	Picked Up:	<input type="text"/>
C R No:	<input type="text"/>	Receiving Officer:	<input type="text"/>
Notes Number:	<input type="text"/>	Posted:	<input type="text"/>
Permit No:	<input type="text"/>	Inspection by:	<input type="text"/>
Date:	<input type="text"/>	Rang:	<input type="text"/>
Level No:	<input type="text"/>	Spoke to:	<input type="text"/>
		Time:	<input type="text"/> pm/am
		Total Amount Payable:	\$ <input type="text"/>

***Part A is a universal section, please use applicable boxes only**

Credit Card Details - Council Payment Fax No: 9942 2606

Please charge my: American Express Master Card Visa

Card Number: Expiry Date /

Card Holders Name Amount \$

Signature Phone () daytime

Please note that all Credit Card payments are subject to a 1% service fee.