

## Introduction

This information sheet explains Council's requirements for buildings and other works being constructed in the Warringah Council area.

Both Council and the applicant/builder have a responsibility to ensure that works are built in accordance with approved consent plans and consent conditions and to defined standards under the Building Code of Australia(BCA).

As of July 2004, buildings in all local council areas have a requirement under the amended Environmental Planning and Assessment Act 1979 and Regulation to be inspected at certain defined stages during the construction process.

For the system to work correctly you must:

- ▣. Nominate the '**PCA**' (Principal Certifying Authority).
- ▣ Advise Council of when work will **start**.
- ▣ Make sure a 'PCA details' **sign** is erected on the site.
- ▣ Ensure that all mandatory '**critical stage inspections**' are applied for and carried out.
- ▣ Make sure an **occupation certificate** is applied for and approved before occupation.

## Details

Prior to any works on the site commencing you must nominate a 'Principal Certifying Authority'(PCA) responsible for the overall project . The PCA can be either an externally accredited person or Council. The choice is yours.

Additionally, you must nominate the starting date for the project and give Council adequate notice of your choice of PCA and start date.

A Principal Authority form must be completed and submitted with a copy of your Home Warranty insurance certificate or owner builders permit to Council at least 2 days prior to work commencing on site. This informs Council of the name and details of the PCA, the date construction work is proposed to commence, and that the required building insurances are in place.

## PCA Functions

The functions of the PCA with respect to building work or subdivision work are as follows:

- ▣ To ensure that a construction certificate is issued in relation to the work
- ▣ To ensure that each person by whom the work is carried out is the holder of the appropriate licence or permit, and is covered by the appropriate insurance, as required
- ▣ To ensure that, while the work is being carried out, it is inspected by the Principal Certifying Authority or another certifying authority on such occasions as are prescribed by the Regulation
- ▣ To ensure that compliance certificates are issued for each matter as to which the Principal Certifying Authority must be satisfied, before issuing the relevant occupation certificate or subdivision certificate, but in respect of which the Principal Certifying Authority proposes to rely on compliance certificates issued by other persons,
- ▣ To ensure that all requirements of the Act and the Regulation that must be satisfied before an occupation certificate or subdivision certificate may be issued for the work, have been satisfied,
- ▣ To issue the relevant occupation certificate or subdivision certificate for the work,
- ▣ To comply with such other requirements as may be prescribed by the Regulation.

## Sign on the Site

It is a requirement that a sign be erected at all times on your building site in a prominent position setting out the following:

1. Showing the name, address and telephone number(s) of the Principal Certifying Authority for the work
2. Showing the name of the person in charge of the work site and a telephone number at which that person may be contacted during and outside working hours
3. Stating that unauthorised entry to the work site is prohibited

**Note:** This does not apply in relation to building work or demolition work that is carried out **inside, and does not affect the external walls of, an existing building**, nor does it apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws. Council, if nominated as the PCA will supply a sign with points 1 and 3 above and it is your responsibility to fill in details for point 2.

**Note fines are applicable if a sign is not erected as per details above.**

## Site Inspections

**For class 1 and 10 buildings** i.e. residential work such as a dwelling, alterations and additions, swimming pool, carport, decks, retaining walls etc, under the BCA and the Environmental Planning and Assessment Act and Regulation the following critical stage inspections are required:

- ▣ **Building commencement inspection**
  - Silt sediment devices in place
  - Mandatory sign on the site with details of PCA etc
  - Tree fencing / site security / site toilet facilities
- ▣ **Footings excavation inspection**
  - Trench layout/dimensions etc same as approved plans
- ▣ **Steel inspection**
  - Compliance with approved plans
- ▣ **Floor framing**
  - Compliance with approved plans (generally requires appropriate certification)
- ▣ **Wall framing**
  - Compliance with approved plans (generally requires appropriate certification)
- ▣ **Roof framing**
  - Compliance with approved plans (generally requires appropriate certification)
- ▣ **Water proofing in any wet areas**
  - Location same as approved plans. (generally requires appropriate certification)
- ▣ **Stormwater and On-Site Stormwater Detention System**
  - Location on-site same as approved plans
  - Inspection to be requested prior to any backfilling (generally requires appropriate certification)

## ▣ **Final inspection**

- Only after all building works completed
  - Special development consent conditions completed
  - Must be carried out prior to any occupation certificate being issued
  - Fire safety services and equipment (only where the class of building requires)
- (All appropriate certification must be received at this stage if not received beforehand  
i.e. framework stage etc)

## ▣ **Occupation certificate inspection**

- **MUST** be issued prior to the building being occupied

**For class 2, 3 and 4 buildings** i.e. multi-unit development, guesthouse, hostel, hotels and motels residential component etc, under the BCA and the EP and A Act and Regulation the following critical stage inspections are required:

## ▣ **Building commencement inspection**

- Silt sediment devices in place
- Mandatory sign on the site with details of PCA etc
- Tree fencing / site security / site toilet facilities

## ▣ **Water proofing in any wet areas for a minimum of 10% of rooms with wet areas within a building**

- Location same as approved plans (requires appropriate certification)

## ▣ **Stormwater and On-Site Stormwater Detention System**

- Location onsite same as approved plans
- Inspection to be requested prior to any backfilling/covering (requires appropriate certification)

## ▣ **Final inspection**

- Only after all building works completed
  - Special development consent conditions completed
  - Must be carried out prior to any occupation certificate being issued
  - Fire safety services and equipment (only where the class of building requires)
- (All appropriate certification must be received at this stage if not received beforehand  
i.e. framework stage etc.)

**For class 5, 6, 7, 8 or 9 buildings** i.e. offices, shops, showrooms, industrial etc, under the BCA the EP and A Act and Regulation the following critical stage inspections are required:

## ▣ **Building commencement inspection**

- Silt sediment devices in place
- Mandatory sign on the site with details of the PCA etc
- Tree fencing/site/security/site toilet facilities



Warringah Council

# Building Site Inspections Requirements for Applicant/Builder

## ▣ **Stormwater and On-Site Stormwater Detention System**

- Location on site same as approved plans
- Inspection to be requested prior to any backfilling (generally requires appropriate certification)

## ▣ **Final inspection**

- Only after all building works completed
  - Special development consent conditions completed
  - Must be carried out prior to any occupation certificate being issued
  - Fire safety services and equipment (only where the class of the building requires)
- (All appropriate certification must be received at this stage if not received beforehand  
i.e. framework stage etc)

## **Concurrent Inspections**

In certain cases two or more of the above inspections may be done concurrently. This will be the responsibility of the applicant/builder to arrange with the responsible Council inspection officer.

## **Appropriate Certification**

Some of the above critical stage inspections have a requirement for receipt by Council of an appropriate level of certification or certified documentation that specifies that the item observed by Council is installed/built etc in accordance with appropriate standards.

This will be the responsibility of the applicant/builder to arrange with the responsible Council inspection officer as some smaller less complex structures may not require this level of certified documentation.

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