



Warringah Council

# Principal Certifying Authority (PCA) Form

Notice of Commencement of Building or Subdivision Works and appointment of Principal Certifying Authority. Made under the Environmental Planning and Assessment Act 1979 (Sections 109E to 109Q)

## Address the application to:

- The General Manager  
Warringah Council  
Civic Centre, 725 Pittwater Rd  
Dee Why NSW 2099

**Or**

- Customer Service Centre  
Warringah Council  
DX 9118 Dee Why

## 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

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December 2011

## PLEASE NOTE

This form can be used to notify Warringah Council that:

- You have appointed a Principal Certifying Authority (PCA)
- You intend to commence building or subdivision work
- Accredited persons can use any form provided it includes information required by the Environmental Planning and Assessment Act and Regulations.
- All sections must be completed (N/A if not applicable)

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

## Privacy and Personal Information Protection Notice

The information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 if you are going to erect a building or carry out subdivision work. The information will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this form. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected. If you do not provide the information to Council, you cannot begin the work.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on eServices (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

## Part 1 Application and Site Details

### 1.1 Land to be developed

We need this to correctly identify the land.

Unit no.  House no.  Street

Suburb

Lot no, DP etc.   
Area of site (m<sup>2</sup>)

These details are shown on your rate notices, property deeds, etc

### 1.2 Work proposed

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

Type Building  Subdivision

## Part 2 Development Details

### 2.1 Development approvals granted

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

Development application number

Date consent was granted

**And**  
Construction certificate no.

Date certificate was issued

**Or**  
Complying development certificate number.

Date certificate was issued

### 2.2 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

## Part 2 Development Details cont.

### 2.3 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 1989 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 to Part 2.4 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 to Part 2.4 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).

### 2.4 Commencement date

Date the work will commence

Minimum notice of two full working days (48 hours) is required 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

### Checklist

Please tick the appropriate box.

Have you met all relevant conditions?

Yes  No

Have you paid all relevant fees associated with 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

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**Part 4 PCA Declaration**

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)

PCA Signature

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

**Part 5 Site and Application Details**

5.1 Applicant(s)

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

Please give us as much detail as possible.

Please note the owner(s) or the person having the benefit of the development consent is to complete this form.

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

Mr  Mrs  Ms  Other

Full family name(s) (no initials)

Full given names (no initials)

**Or**

Company name

ACN

Postal address

We will post all correspondence to this address.

Postcode

Private number

Business number

Mobile number

Facsimile

Contact person

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

Email