



## APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

FORM No. 006

Being the person having benefit of consent, authorise and appoint

Cabonne Council

as the **Principal Certifying Authority (PCA)** for the following development pursuant to s6.5 of the Environmental Planning and Assessment Act 1979.

### PROPERTY DETAILS

Property No \_\_\_\_\_ Street/Road Name \_\_\_\_\_

Property Name \_\_\_\_\_ Town/Locality \_\_\_\_\_ Postcode \_\_\_\_\_

This Appointment is made in relation to Development Consent, Complying Development Certificate, or Construction Certificate No: (if known) \_\_\_\_\_

### BUILDER OR OWNER/BUILDER DETAILS (including Demolisher)

Name \_\_\_\_\_ Builders Licence No. \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Locality \_\_\_\_\_ Postcode \_\_\_\_\_

Business Hours Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Owner Builder Permit No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

The **PERSON having the benefit of the consent** acknowledges and accepts that in appointing Council as the **Principal Certifying Authority** for the subject development that person:-

- Will ensure that the site complies with all relevant OH&S legislation and that access to the site is not inhibited in any way to the **Council** for the purposes of undertaking inspections or any re-inspections.
- Accepts the responsibility to ensure that its **Agents** are aware of the necessity for the inspections 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.
- Agrees to make payment of fees where re-inspection is required, at the rate set in Council's Management Plan, prior to **Council** conducting further scheduled inspections or issue of Occupation Certificate and accepts the responsibility to ensure that the building is not occupied **prior** to **Council** conducting a satisfactory final inspection and issuing an Occupation Certificate.
- Agrees to comply with the provisions of the attached schedules for the purposes of standards of construction and submission of certificates.
- A number of inspections, as listed in Schedule 1, will be undertaken by the PCA 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/Complying Development Certificate, the Building Code of Australia and associated legislation.
- Agrees that they or their **Agent** will give Council not less than **twenty-four (24) 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 the Council.

### OWNERS AGREEMENT

Owners Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Locality \_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

### COUNCIL AGREEMENT

Council agrees to provide PCA services as indicated in Schedule 1:-

- To issue Compliance Certificates and Occupation certificates where appropriate
- To conduct inspections as required for the approved building works.

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

## **SCHEDULE 1**

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

The client shall:

- Not engage any other PCA once Council has been appointed the PCA without first notifying Council in writing in accordance with the requirements of the Environmental Planning and Assessment Act 1979, as amended.
- Use competent licensed trades persons for all aspects of the building works.
- Provide Council with all relevant drawings, plans, specifications, documentation associated with the Development Consent/complying Development/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 Australian Standard 1684, **prior** to frame inspection;
- Provide all information that the client can obtain to enable Council to fulfill its obligations.
- Act in good faith, in a co-operative manner and in accordance with this agreement and statutory requirements.
- 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.

### **OBLIGATIONS OF CABONNE COUNCIL**

#### **1) Issuing the Construction Certificate**

Council shall issue a construction certificate where appropriate:

- once all of the fees have been paid; and
- conditions of Development Consent required to be satisfied **prior** to issue of the construction certificate have been satisfied; and
- submitted plans and specifications indicate that the design and construction of the proposed building complies with the development consent and the regulations; and
- submitted plans and specifications indicate compliance with the Building Code of Australia.

#### **2) Inspections**

Council shall nominate the specific inspections required for a development and notify the applicant with the notice of determination. 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.

**Note: 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**

- i) at the commencement of the building work;
- ii) after excavation for and **prior** to the placement of any footings;
- iii) **prior** to pouring any in-situ reinforced concrete building element
- iv) **prior** to covering the framework for any floor, wall, roof or other building envelope;
- v) **prior** to covering waterproofing in any wet area;
- vi) **prior** to covering any stormwater drainage connections;
- vii) after the building has been completed and **prior** to any occupation certificate being issued in relation to the building.

#### **Class 2, 3 or 4 Buildings**

- i) at the commencement of the building work;
- ii) **prior** to covering of waterproofing in any wet areas, for a minimum 10% of rooms with wet areas within a building;
- iii) **prior** to covering any stormwater drainage connections;
- iv) **after** building work has been completed and **prior** to any occupation certificate being issued in relation to the building.

#### **Class 5,6,7,8 or 9 Buildings**

- i) at the commencement of the building work;
- ii) **prior** to covering any stormwater drainage connections;
- iii) **after** the building work has been completed and **prior** to any occupation certificate being issued in relation to the building.

**NOTE: Failure to ensure that 'critical' stage inspections are carried out may result in Council being unable to issue an Occupation Certificate for the building.**