



# PITTWATER COUNCIL

## NOTIFICATION OF COMMENCEMENT & PRINCIPAL CERTIFYING AUTHORITY SERVICE AGREEMENT

under Environmental Planning and Assessment Act 1979  
sections 81A (2) (b) (ii) or (c), or (4) (b) (ii) or (c), 86 (1) and (2)

### About this form

- Use this form to appoint Pittwater Council as the Principal Certifying Authority (PCA) to carry out nominated inspections of the building / subdivision works and to issue the required Occupation Certificate
- This form must be submitted to Pittwater Council a minimum of two (2) days prior to the commencement of works.

### Who can complete this form?

- The owner of the property or the person having the benefit of the development consent.  
**Note:** *The builder or other contractor cannot complete this form unless they are also the owner of the property.*

### Applicant's Checklist

- Read this document
- Complete pages 1, 2 & 3
- Sign on page 8
- Attach a copy of Owner Builder Permit or Home Owner Warranty Insurance Certificate.

### Payment of fees

- Critical Stage Inspection fees (refer to Part 6e of this form) must be paid at the time of booking the inspection.
- Issue of Interim/Final Occupation Certificate fee (refer to Part 6e of this form), must be paid prior to release of the certificate to the applicant.

**Pittwater Council**

**Tel: (612) 9970 1111**

**Fax: (612) 9970 7150**

**Mona Vale Customer Service**

Village Park, 1 Park Street  
MONA VALE NSW 2103

**Avalon Customer Service**

59A Old Barrenjoey Road  
AVALON NSW 2108

**Mailing Address**

PO Box 882  
MONA VALE NSW 1660

**1. DEVELOPMENT INFORMATION**

**1a) DEVELOPMENT CONSENT**

Development Application No:	Determination Date:
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**1b) CONSTRUCTION CERTIFICATE**

Construction Certificate No:	Date of Issue:
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**1c) DEVELOPMENT DETAILS**

Type of Work:  <input type="checkbox"/> New Building <input type="checkbox"/> Additions / Alterations <input type="checkbox"/> Subdivision	Brief description of development:
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**1d) SITE DETAILS**

Unit/Suite:	Street No:	Street:
Suburb:	Lot No:	Deposit /Strata Plan:

**1e) VALUE OF PROPOSED DEVELOPMENT**

Estimated value of proposed works: \$ .....
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**1f) DATE WORK IS TO COMMENCE**

Minimum notice of two (2) days is required to be given prior to commencement of works.
Date of commencement: .....

**2. APPLICANT DETAILS**

**Note:** *The builder or other contractor cannot complete this form unless they are also the owner of the property.*

Name (owner):	
Postal Address:  ..... ..... .....	Phone (H/B): .....  Mobile: .....  Email: .....  Fax: .....

3. PRINCIPAL CERTIFYING AUTHORITY

<b>PITTWATER COUNCIL</b>	
PO Box 882 Mona Vale NSW 1660	Ph: 9970 1111 Fax: 9970 7150

4. COMPLIANCE WITH DEVELOPMENT CONSENT

Have all conditions to be addressed prior to the commencement of works been satisfied?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO (see Note below)
<b>Note: If NO work must not commence.</b> Please be aware that failure to address these conditions may leave you liable and in Breach of the Environmental Planning and Assessment Act 1979 (as amended). Penalties may include an on-the-spot fine and/or legal action.  If you are uncertain as to these requirements please contact Council's Development Compliance Group.	

5. WHO WILL BE DOING THE BUILDING WORKS?

<input type="checkbox"/> Owner Builder Owner Builders Permit No:.....
Copy of Owner Builders permit attached: <input type="checkbox"/> YES
<b><i>If you are an Owner-Builder for the residential building work exceeding \$5000 you must apply for a permit at NSW Office of Fair Trading, 1 Fitzwilliam Street, Parramatta NSW 2150 Australia. Tel: 61 2 98950111 Fax: 61 2 9895 0222.</i></b>

OR

<input type="checkbox"/> Licensed Builder Builder's License Number .....	
Name of Builder:.....	Phone:.....
Contact person: .....	Mobile: .....
Address: .....	Fax: .....
Insurance Company: .....	Insurance Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No – statement attached & signed by each owner of the property that the reasonable market cost of the labour & materials to be used is less than \$12,000.
<b><i>If you are using a licensed builder for residential building work exceeding \$12,000 you must obtain Home Building Act Insurance. A certificate of insurance must be provided with this application.</i></b>	

## 6. RESPONSIBILITIES OF THE PRINCIPAL CERTIFYING AUTHORITY (PCA)

6a) Quality of Service:

Pittwater Council will carry out PCA and inspection services in a professional manner and in accordance with the requirements of the Environmental Planning & Assessment Act 1979 and Council's Code of Conduct.

6b) Site Signage:

Pittwater Council will erect a sign on the site to advise the general public of the contact details of the PCA. The sign will be erected during the Commencement Inspection, on Council's acceptance of appointment as PCA.

6c) Inspections:

Pittwater Council officers will undertake the Critical Stage Inspections of the work during construction and prior to issuing an Occupation Certificate to ascertain compliance of specified stages of construction with the Development Consent, Construction Certificate, Building Code of Australia & relevant standards of construction. On appointment as the PCA, Pittwater Council will notify the applicant in writing of the Critical Stage & other Inspections.

6d) Critical Stage and other inspections:

The following stages of construction are required to be inspected by Council (as indicated by a ✓ in the relevant box).

**Note: Council's Development Compliance Officer will complete this section of the form.**

- |                 |   |   |
|-----------------|---|---|
| Office Use Only | <input type="checkbox"/> Footing Inspection (prior to placement of concrete)                            | <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> Office Use Only |
|                 | <input type="checkbox"/> Slab and other Steel Inspection (prior to placement of concrete)               |   |
|                 | <input type="checkbox"/> Frame Inspection (prior to fixing floor, wall & ceiling linings)               |   |
|                 | <input type="checkbox"/> Wet Area Waterproofing Inspection (prior to covering)                          |   |
|                 | <input type="checkbox"/> Stormwater Inspection (prior to backfilling of trenches)                       |   |
|                 | <input type="checkbox"/> Swimming Pool Safety Fence Inspection (prior to placement of water)            |   |
|                 | <input type="checkbox"/> Final Inspection (all works completed and prior to occupation of the building) |   |

**Note:** Should the building works be completed in parts & not all aspects of a Critical Stage Inspection be ready, additional inspections maybe required – with a further inspection fee payable.

*Eg: If two slabs are prepared at separate times, two separate inspection bookings and fees are required.*

6e) Critical Stage and other inspection fees:

An inspection fee is required for each inspection identified in Part 6d of this form. A separate inspection fee is required for each Critical Stage Inspection. Should works be either incomplete or incorrect at the time of inspection a further separate reinspection fee will be required.

Each inspection fee must be paid at the time of requesting the inspection.

**Fee Scale current to 30 June 2009**

<b>Critical Stage or other Inspection and re-inspections, including Final</b>	<b>\$245</b>	(Code: HINR)
<b>Issue of Interim Occupation Certificate</b>	<b>\$330</b>	(Code: FOCC)
<b>Issue of Final Occupation Certificate</b>	<b>\$330</b>	(Code: FOCC)

*Please note that a failure to give correct notification of required inspections may result in the issuing of a Penalty Infringement Notice (PIN or on-the-spot fine) and/or a Notice and Order by Council and may result in refusal to issue an Occupation Certificate.*

6f) Inspection Results:

Pittwater Council will provide written confirmation to the applicant of the inspection results and indicate if satisfactory or if additional works are required prior to reinspection.

## 7. RESPONSIBILITIES OF THE APPLICANT

7a) Inspections:

A minimum of forty-eight (48) hours notice (excluding weekends and public holidays) must be given to Council to enable the specified stages of construction to be inspected as identified in Item 6 of this agreement.

Should an inspection be missed, the applicant must advise Council in writing (as soon as practicable after the event) of that fact, the circumstances causing the inspection to be missed and supporting documentation for Council's consideration. In such cases, the inspection fee, which would normally have been required, must still be paid.

The applicant must ensure that the Principal Contractor (Builder/Owner Builder) is advised of the required inspections and that the directions of Council's Development Compliance Officers are to be observed to ensure compliance with the Development Consent, Construction Certificate, Building Code of Australia and the terms of this agreement.

7b) Booking of Inspections:

The applicant shall request an inspection via Pittwater Council's Inspection Booking Hotline on **9970 1300**. A minimum of forty-eight (48) hours notice must be provided to Council to arrange for completion of the inspection.

At the time of requesting the inspection, Pittwater Council will confirm an inspection time and day, name of inspecting officer and mobile contact number.

Building works must **not** proceed to the subsequent stages of construction prior to obtaining a satisfactory inspection from Council for each stage of construction specified in Item 6d of this agreement.

7c) Site Signage:

The applicant is responsible to maintain the PCA signage provided by Pittwater Council at the site until the work is completed.

The applicant is responsible to ensure that the Owner Builder or Principal Contractor (Builder) provide a rigid durable sign at the site, visible from the public place and maintained at the site until the work is completed. Such a sign shall display: (a) the name, address and telephone number of the person; (b) an after-hours emergency telephone number for the person and (c) stating "Unauthorised Entry to the Site is Prohibited".

7d) Compliance with the Development Consent and Construction Certificate:

All works must be carried out in accordance with the terms and conditions of Council's Development Consent and the Construction Certificate and relevant provisions of the Building Code of Australia and Environmental Planning and Assessment Act 1979.

Development Consent and a Construction Certificate must be obtained for any amendments or variations to the development, prior to the commencement of the amendment or variation.

Works not in accordance with the approval and Building Code of Australia may result in the refusal to issue an Occupation Certificate. Council may also serve a Notice and Order to comply with the approval and/or the institution of legal proceedings.

7e) Structural Engineering and Other Specialist Details:

The following details are to be forwarded to the PCA prior to commencement of the relevant stage of construction (as identified by a ✓). The details are to be prepared by a suitably qualified person to confirm compliance with the relevant provisions of the BCA and Australian Standards:

**Note: Council's Development Compliance Officer will complete this section of the form.**

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- Timber framing details including bracing and tie-downs
- Roof construction or roof truss details
- Termite control measures
- Glazing details
- Mechanical ventilation details
- Wet area construction details
- Details of fire resisting construction
- Details of essential fire and other safety measures
- Sound transmission and insulation details
- Details of compliance with development consent conditions



Office Use Only

7f) Certification of Works:

To ensure compliance with the Construction Certificate and Building Code of Australia (BCA), the applicant is to provide certification, verifying that the following specialist matters (identified by a ✓) have been carried out.

Each certification must:

- reference the approved Construction Certificate number, property address, relevant provisions of the BCA, Australian Standards and approved drawings.
- be prepared by an accredited certifier or other suitably qualified & experienced person to the satisfaction of Pittwater Council.

**Note: Council's Development Compliance Officer will complete this section of the form.**

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- Survey detailing building setbacks, reduced levels of floors & ridge by a registered surveyor
- Shoring and support for adjoining premises and structures by a structural engineer
- Contiguous piers or piling by a structural engineer
- Underpinning works by a structural engineer
- Structural engineering works by a structural engineer
- Retaining walls by a structural engineer
- Stormwater drainage works by a hydraulic engineer and surveyor
- Landscaping works by the landscaper
- Condition of trees by an Arborist
- Mechanical ventilation by a mechanical engineer
- Termite control and protection by a licensed pest controller
- Waterproofing of wet areas by a licensed waterproofer or licensed builder
- Installation of glazing by a licensed builder
- Installation of smoke alarm systems by a licensed electrician
- Completion of construction requirements in a bush fire prone area by a competent person
- Completion of requirements listed in the BASIX Certificate by a competent person
- Fire resisting construction systems by a competent person
- Smoke hazard management systems by a competent person
- Essential fire safety and other safety measures by a competent person (Form 15a)
- Completion of Bushland Management requirements by a suitably qualified person.
- Installation of Waste Water Management System by a suitably qualified person
- Installation of the inclined lift by a suitably qualified person
- Installation of sound attenuation measures by an acoustic engineer



Office Use Only

7g) Occupation Certificate:

A *Final* Occupation Certificate must be obtained from the PCA prior to the occupation or use of a new building (or part of a building) or prior to the change of an existing building use/classification. An inspection fee is to be paid to the PCA in accordance with the fee scale in Part 6e of this agreement.

An application may be made to the PCA for an *Interim* Occupation Certificate, which will be considered in accordance with the provisions of the Environmental Planning and Assessment Act 1979 and conditions of development consent.

Only the Principal Certifying Authority can issue an Occupation Certificate and the Environmental Planning and Assessment Act 1979 contains penalty provisions for failing to obtain a required Occupation Certificate.

An application for an *Interim* or *Final* Occupation Certificate must be accompanied by a final or interim *fire safety certificates* as required by the EP&A Regulations, Clauses 80E or 80F for buildings other than Class 1 and 10.

7h) Miscellaneous requirements:

The applicant is required to ensure that valid public liability insurance cover to the value of \$10,000,000 (minimum) is held by the applicant and/or builder.

The applicant is required to notify Council, in writing, of any change in the details or address of the applicant or head contractor.

Pittwater Council may cancel the agreement if there is a breach of the agreement.

**8. YOUR SIGNATURE**

I accept the terms and conditions of this service agreement, including the associated payment of fees and appoint Pittwater Council as the Principal Certifying Authority for the subject development.

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

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**9. COUNCIL'S AGREEMENT TO APPOINTMENT**

The relevant details in Parts 6d, 7e & 7f of this agreement have been completed, Home Owners Warranty Insurance Certificate or Owner/Builders Permit or Statement has been provided where necessary and I acknowledge the appointment of Pittwater Council as the Principal Certifying Authority.

Officer's name: ..... on behalf of Pittwater Council

Officer's signature: ..... Date: .....

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**PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE**

Purpose of collection:	To enable Council to act as the Principal Certifying Authority for the development.
Intended recipients:	Pittwater Council staff
Supply:	The information is required by legislation
Consequence of Non-provision:	Your application may not be accepted, not processed or rejected for lack of information
Storage:	Pittwater Council will store details of this form in a register that can be viewed by the public.
Retention period:	Hard copies will be destroyed after 7 years and electronic records will be kept indefinitely.
Please contact Council if this information you have provided is incorrect or changes.	