

Notice of Commencement of Building or Subdivision Work, AND Appointment of a Principal Certifying Authority

Under Section 81A(2) (b) or (c) or (4) (b)(ii) or (c); Section 86(1) and (2) of the
Environmental Planning and Assessment Act 1979
& Section 73A of the Building Professionals Board Act 2005.

DA No:	CC No:	
ALL sections must be completed. Incomplete forms cannot be processed and will be returned.		
1. Type of Notification you are giving to Council		
<i>Please tick the appropriate box(s) corresponding to the notification to Council</i>		
<input type="checkbox"/> Commencement of Building Work	Complete Sections 2, 3, 4, 6, and 8 Complete Section 7 if applicable	
<input type="checkbox"/> Commencement of Subdivision Work	Complete Sections 2, 3, 4, 6 and 8 Complete Section 7 if applicable	
<input type="checkbox"/> Commencement of Building Work for Complying Development	Complete Sections 2, 3, 4, 6 and 8 Complete Section 7 if applicable	
<input type="checkbox"/> Commencement of Subdivision Work for Complying Development	Complete Sections 2, 3, 4, 6 and 8 Complete Section 7 if applicable	
<input type="checkbox"/> Appointment of a Principal Certifying Authority	Complete Sections 2, 3 and 5	
2. Address of Property <i>Please use CAPITALS</i>		
No	Street	Suburb
Lot No	DP/SP No	<i>(Lot and DP numbers can be found on Council's Rates Notice or Development Consent)</i>
Land Dimensions:	Width at Frontage	Depth/Length
3. Applicant's Details <i>Please use CAPITALS</i>		
Name of Applicant		Telephone No (Home)
Address		(Work)
Postcode		(Mobile)
Name	Signature	Date
4. Description of Development		
5. Prior Development Consents or Certificates (including plans and specifications)		
A Development Consent or a Complying Development Certificate must have been issued for the proposed building work or subdivision work. Please provide details of the applicable consent or certificate below.		
Development Application No (eg. DA09/0542)		
Development Consent No	Date of Determination	
Complying Development Certificate No	Date of Determination	
Construction Certificate No	Date of Determination	

5. a) Plan Details		
6. Principal Certifying Authority (PCA) <i>Please use CAPITALS</i>		
Name of Accredited Certifier		
Accreditation No		
Address		
		Postcode
Contact Phone No:	(Home)	(Work) (Mobile)
By Appointing Wagga Wagga City Council as the PCA, you agree to the terms of the this PCA agreement		
7. Compliance with Consent or Complying Development Certificate		
All conditions contained within the Development Consent or Complying Development Certificate referred to in Section 4 must be satisfied prior to the commencement of the work.		
Have these conditions been satisfied?	<i>Please tick appropriate box</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Builder/Owner Builder <i>Please use CAPITALS</i>		
Does the proposal involve residential building work (within the meaning of the Home Building Act 1989)?		<i>Please tick appropriate box</i>
<input type="checkbox"/> Yes – complete either Part A , Part B or Part C below if these details are known		
<input type="checkbox"/> No – proceed to Section 9		
Part A		
If the work will be carried out by a licensed contractor, complete the following:		
Licensee's Name	Contractor Licence No	
Documentary evidence must be attached to demonstrate that the licensee has complied with the applicable requirements of the Home Building Act 1989.		
Part B		
If the work will be carried out by an owner/builder, complete the following:		
Owner/Builder's Name	Owner/Builder Permit No	
Part C		
The owner of the land must read and sign the following declaration		
<i>I....., the owner of the land, declare that the reasonable market cost of the labour and materials involved on the work is less than the amount prescribed for the purposes of the definition of "owner/builder work" in Section 29 of the Home Building Act 1989. The prescribed amount is \$10,000.</i>		
9. Date of Commencement		
Under the Environmental Planning and Assessment Act, the person having the benefit of either the Development Consent or Complying Development Certificate for building work or subdivision work must give Council at least two (2) days notice of the person's intention to commence that work.		
Date of Commencement		
10. Signage		
A sign must be placed on the development site that provides contact details for the PCA as well as the Principal Contractor and/or Owner/Builder.		
If Wagga Wagga City Council is appointed as the PCA, Council will erect the PCA sign on site.		
You must provide the following details:		
Name of the Principal Contractor		
Business House Contact No	After Hours Contact No	

The applicant is to obtain a Compliance certificate pursuant to Section 109C of the *Environmental Planning & Assessment Act, 1979*, as amended, from Council or an accredited certifying authority, certifying compliance with the Building Code of Australia for the stages of construction listed in **Column 1**. For the purposes of obtaining the Compliance Certificate the works must be inspected by the accredited certifying authority at the times specified in **Column 2**.

A minimum of 48 hours notice is required to be given for each nominated critical stage inspection. The inspections required for your development may include:

Column 1	Column 2
Footings	When the footings have been excavated and all steel reinforcement has been placed in position.
Slab	When reinforcement steel has been placed in position in any concrete slab, whether or not the slab is suspended, on the ground, or on fill.
Sub floor bearers and joists	Prior to the laying of the floor.
Wall frame	When the frame has been erected and prior to sheeting and or brick outer wall has been constructed and tied to the frame.
Roof frame	When external roof covering has been installed and prior to the installation of the ceiling lining and eaves soffit lining.
Wet areas	When the flashing to all wet areas, including the plinth under the bath, the bathroom, laundry, water closet, ensuite and shower recess have been completed.
Drainage	When the stormwater and roof water drainage system has been completed.
Final	Required prior to occupation of the building.
SP Footings/Coping	When the pool is in position and all reinforcement has been placed in position.
SP Fencing	When the pool and all fencing, gates and locks have been completed and prior to water being placed in the pool.

NOTE 1: A Final Occupation certificate in relation to the Building cannot be issued by Council or an accredited certifying authority until all Compliance Certificates required by this table have been issued by, or registered with the Council. The applicant shall ensure that prior to or at the time of the application for Occupation Certificate that the application for "Occupation Certificate" from attached to the Council issued Complying development Certificate must be completed and submitted to Council with all required attachments – failure to submit the completed Occupation Certificate application form will result in an inability for Council to book and subsequently undertake occupation certificate inspection.

NOTE 2 : The above Compliance certificates are required whether or not the work has been inspected by a Structural Engineer, a lending authority or any other person. If the Compliance Certificates are not issued Council may refuse to issue a Building Certificate under Section 149A of the *Environmental Planning & Assessment Act, 1979*, as amended.

Service Agreement

Responsibilities of the Principal Certifying Authority (PCA)

Wagga Wagga City Council (hereafter known as the "Council") will carry out the role of PCA and undertake the critical stage and other required inspection services in a professional manner and in accordance with the requirements of the Environmental Planning and Assessment Act 1979 & Regulation 2000.

Council will provide advice and guidance to assist in the efficient construction process and compliance with legislative requirements.

Council will undertake inspections of the work during construction and prior to issuing an Occupation Certificate (OC), to ascertain compliance with the Development Consent (DC), Construction Certificate (CC) or Complying Development Certificate (CDC) (as applicable), Building Code of Australia (BCA) and relevant standards of construction.

Council PCA fees include the issue of a final OC once the building has been completed in accordance with the DC and the BCA. However, should an applicant require an Interim OC prior to completion of the development, it will be necessary to lodge a separate application accompanied by the prescribed fee.

Inspections for development will be conducted by one of the following Council certifiers:

Certifier	Accreditation No.	Contact
Luka Stanic	2359	Civic Centre
Kira-Lee Foster	0974	Cnr Baylis & Morrow Streets
Paul O'Brien	1847	PO Box 20
Prasad Jayasekera	2982	WAGGA WAGGA NSW 2650
Ralph Tambasco	1062	Ph 1300 292 442
		Fax 02 6926 9199
		council@wagga.nsw.gov.au

Responsibilities of the Principal Contractor/Owner Builder

It is the applicant's responsibility to make arrangements with Council to carry out the relevant mandatory critical stage inspections/other inspections – as listed within the relevant development of complying development consent.

Under Clause 163 of the Environmental Planning and Assessment Regulation 2000, a minimum of **48 hours notice** (excluding weekends and public holidays), must be given to Council to enable the specified stages of construction to be inspected. Failure to provide 48 hours notice may result in an infringement being issued pursuant to the Environmental Planning and Assessment Regulation 2008.

Inspections must be booked in person or by telephoning Council on 1300 292 442 Monday to Friday between 9.00am and 5.00pm.

Building works must not proceed to the subsequent stages of construction prior to obtaining a satisfactory inspection from Council for each relevant stage of construction as specified in this Service Agreement.

Failure to notify Council of the mandatory critical stage inspections may prejudice the issuing of an OC in respect of the building.

All works must be carried out in accordance with the terms and conditions of the DC and CC or CDC (as applicable), the provisions of the BCA and relevant standards.

A new or modified DC and CC or CDC (as applicable) must be obtained for any modifications or variations to the development, prior to the commencement of any works relating to those changes.

Works not carried out in accordance with the DC or CDC (as applicable) or BCA may result in the refusal to issue an OC. A Notice of Proposed Order may also be served to ensure compliance with the DC.

Any structural or other specialist engineering details relating to the building shall be forwarded to Council at Construction Certificate or Complying Development application and thus prior to commencement of building works. Such details are to confirm compliance with the relevant provisions of the BCA and/or relevant standards to the satisfaction of Council.

To ensure compliance with the DC and CC or CDC (as applicable) and BCA, the Principal Contractor/Owner Builder may be required to submit third party certification from a suitably qualified person in a specific field (e.g., a structural engineer) to Council, demonstrating a specific matter complies with a relevant standard. Such certification is required to be prepared by an accredited certifier or other suitably qualified and experienced person and must reference the relevant provisions of the BCA, relevant standards and approved drawings. This certification is in addition to the mandatory critical stage inspections that are required to be carried out by Council.

Occupation Certificate (OC)

An OC must be obtained from Council prior to the occupation or use of a new building (or part of a building) or following the change of an existing building use/classification.

The Environmental Planning and Assessment Act 1979 and Regulation 2000 provides for the imposition of penalties for using or occupying a building prior to the issuing of an OC.

Where an applicant wishes to use or occupy an incomplete development, an application may be made to Council for an Interim OC. Such application will be considered in accordance with the provisions of the Environmental Planning and Assessment Act 1979, the conditions of DC and BCA requirements.

An application for an interim or final OC must be accompanied by interim or final fire safety certificate (where applicable) as required by the Environmental Planning and Assessment Regulation 2000.

PCA Service Fees

The fees for Council PCA inspection and certification services are payable upon lodgement of a Construction Certificate or Complying Development Certificate Application and thus appointment of Council as the PCA, and are GST inclusive.

The fees include payment for one (1) inspection for each of the mandatory critical stage inspections of the building. Council will provide written notice of the applicable mandatory critical stage inspections as part of the Development or Complying Development Determination.

Any additional mandatory critical stage inspections required due to staging of building works or variations in the construction sequence will attract an additional fee as set in Council Fees and Charges Policy.

Any re-inspections of works required as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory will attract an additional fee in accordance in the Council's Fees and Charges Policy.

Any additional on-site meetings requested by the applicant may attract an additional fee.

Fees do not include any services associated with the investigation, assessment, resolution and enforcement of any unauthorised or non-complying works and additional fees are applicable for these services.

Home Building Act 1989 Requirements

The Principal Contractor/Owner Builder is required to satisfy the relevant insurance requirements under the Home Building Act 1989, in relation to residential building work. In the case of work carried out by a licensed contractor, details of the licensed contractor and documentary evidence of compliance with the Home Building Act 1989 (i.e. a copy of an insurance certificate issued under Part 6 of the Act) is to be provided to Council prior to works commencing.

In the case of work carried out by any other person, details of the person and owner-builder permit, or if the cost of labour and materials does not exceed \$10,000, a declaration signed by the owner of the land, is to be provided to Council.

Miscellaneous Requirements

The owner must notify Council in writing of any change in the details or address of the Principal Contractor/Owner Builder.

Your Signature

I accept the terms and conditions of this service agreement and appoint Council as Principal Certifying Authority for the subject development:

Name

Address

Signature

Date.....**Telephone**.....

Note 1: The appointment of a principal certifying authority may not be made by any contractor or other person who will carry out the building work or subdivision work unless the contractor or other person is the owner of the land on which the work is to be carried out (109E (1A) EPA Act 1979).

Note 2: As stated above, a builder/contractor cannot sign this form and appoint Wagga Wagga City Council as the principal certifying authority unless they are the owner of the land on which approved building works are being carried out.

Certifier's Signature

Luka Stanic



Kira-Lee Foster



Paul O'Brien



Prasad Jayasekera



Ralph Tambasco



Privacy Statement

The personal details requested on this form are required under the Environmental Planning and Assessment act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.