



# APPLICATION TO APPOINT NORTH SYDNEY COUNCIL AS PRINCIPAL CERTIFYING AUTHORITY (PCA) FORM

Appointment of North Sydney Council as Principal Certifying Authority Form

## PART A Applicant and owner details

### 1. Applicant

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

*Please give us as much detail as possible.*

*Council will deal only with the nominated applicant in the event of any query or communication regarding this application.*

Mr  Mrs  Ms  Other

Full Family name (no initials) (or Company)

Full Given names (no initials) (or A.C.N.)

Postal address   
We will post all letters to this address

Phone ( )  Alternate ( )

Mobile ( )  Facsimile ( )

Contact Person

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

**Qualification of Applicant.** Membership registration or accreditation number  (if applicable).

### 2. Owner's consent

*Every owner of the land must sign this form.*

*When works affect a joint wall, consent of both property owners is required (eg semi-attached or terrace dwelling).*

*If the owner is a company, the form must be signed by an authorised director, and the common seal must be stamped on this form.*

*If the property is a unit under strata title or a lot in a community title, then in addition to the owners signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.*

Owner

Address

As owner of the land to which this application relates, I consent to this application. I also consent for authorised council officers to enter the land to carry out inspections relating to this application. I accept that all communication regarding this application will be through the nominated applicant.

Signature(s)

*Without the owner's consent, we will not accept the application. This is a very strict requirement for all applications.*

*If you are signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. power of attorney, executor, trustee, company director, etc).*

### 3. Applicant Sign-off

**NOTE:**

*Works cannot start until this form is received, acknowledged and signed below by North Sydney Council, inspection fees paid and a copy of this front page is provided/returned to the person who submitted it. The owner of the land will be regarded as the contact point for all correspondence unless otherwise advised.*

I declare that all of the information supplied herein and in connection with this application is true and correct.

I declare that the estimate of costs of the project is the commercial value of the proposed works and is based on a properly prepared cost estimate or actual quote or contract competition price for the work.

I also confirm that this application has been prepared addressing the relevant Local Environmental Plan and Development Control Plan requirements.

**I give my consent to make this application, including all supporting documents, plans and specifications for any residential parts of this application, available for public view at Council offices and through Council's Internet site.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



**APPLICATION TO APPOINT NORTH SYDNEY COUNCIL AS PRINCIPAL CERTIFYING AUTHORITY (PCA) FORM**

**Address the application to:**

◆ The General Manager  
North Sydney Council  
PO Box 12  
North Sydney NSW 2059

◆ DX 10587 North Sydney

**If you need help lodging your application:**

Phone our Customer Service Centre on (02) 9936 8100 or come in and talk to us.

◆ Customer Service Centre  
North Sydney Council  
200 Miller St, North Sydney

OFFICE USE ONLY. Keep this box blank.

**All sections must be completed (N/A if not applicable).**

**NOTE:** Works cannot start until this form is received, acknowledged and you receive the formal PCA acceptance letter from North Sydney Council. All inspection fees must be paid. The owner of the land will be regarded as the contact point for all correspondence unless otherwise advised.

**PART B Application and site details**

**1. Applicants name only** Name

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**2. Land to be developed** Unit No.  House No.  Street

Suburb

*We need this to correctly identify the land.*

Real Property Description (eg. Lot/DP, etc)

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

**Office Use Only** Date acknowledged

Name  Signed

**3. Work proposed**

*please tick appropriate box*

Building       Subdivision

Please provide a brief description of the work to be carried out as per the development consent.

## PART B Development details

### 4. Development approvals granted

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

Development Application No.	<input type="text"/>
Date consent was granted	<input type="text"/>
<b>and</b> Construction Certificate No.	<input type="text"/>
Date certificate was issued	<input type="text"/>
Construction Certificate Issued by	<input type="text"/>
Accreditation number (if not Council)	<input type="text"/>
<b>or</b> Complying Development Certificate No.	<input type="text"/>
Date certificate was issued	<input type="text"/>
Issued by	<input type="text"/>
Accreditation number (if not Council)	<input type="text"/>

### 5. Residential building work

*please tick appropriate box*

Does your Construction Certificate or Complying Development Certificate refer to a class 1a, 2 or 10 BCA building classification?

Yes (see below)       No (go directly to 6.)

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 directly to 6.)

**If no** - What is the name of the Principal Contractor?

What is his/her phone no.?

What is his/her contractor licence no.?

What is his/her mailing address?

Have you attached evidence (a certificate of a contract of insurance pursuant to Part 6 of the Home Building Act) that the Principal Contractor is insured to carry out this type of work?

Yes       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 \$20,000.)

**Note: Where an owner/builder engages any sub-contractor for any work component exceeding \$20,000 in cost, a contract of insurance pursuant to Part 6 of the Home Building Act must be in force for each component.**

## PART B Checklist

### 6. Checklist

*Please tick*

- Have you met all relevant conditions of the development consent?
- Have you paid all relevant fees associated for your consent?  
This includes long service levy, inspections, S94 contributions and bonds.

**(if applicable)**

- Have you got a current copy of owner builder permit?
- Have you got home builders insurance for residential works > \$20,000?

## Office Use Only

### Declaration by Authorised Officer of Council

#### 7. Acceptance as Principal certifying authority declaration

*North Sydney Council's authorised officer must only sign this section of the form*

I acknowledge that, where necessary, 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 North Sydney Council accepts appointment by the applicant to carry out the role of the PCA for this development.

I undertake to formally notify the Applicant of all mandatory critical stage inspections that are necessary pursuant to 162A of the EP & A Regulation 2000.

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)

Signature

Date:

## Policy

### 8. Privacy policy

#### PRIVACY STATEMENT

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.

I have read and understand the Privacy Statement

Signed: \_\_\_\_\_

Date: \_\_\_\_\_