

Appointment of Principal Certifying Authority

It is a requirement that a PCA be appointed before the commencement of work. The PCA must be an Accredited Certifier and will carry out mandatory critical stage inspections, and any other inspection requirements, in accordance with the Environmental Planning and Assessment Act 1979. The PCA may also issue an Occupation Certificate which permits occupation or use of a building or part.

This form needs to be filled out and submitted to Council at least 2 days prior to commencing building or subdivision work and appointment of Principal Certifying Authority.

Part A. Location and title details of the land where development is to be carried out

Flat/street no.	Street name		
<input style="width: 100%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Suburb or town			Postcode
<input style="width: 95%;" type="text"/>			<input style="width: 100%;" type="text"/>
Lot no.	Section	DP / SP no.	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 95%;" type="text"/>	

Part B. Description of the Development

Description of the development as detailed on the relevant Approval

Part C. Approval Details

DA No.	<input style="width: 40px;" type="text"/>	Date of Determination	<input style="width: 100%;" type="text"/>		
CC No.	<input style="width: 40px;" type="text"/>	Date of Determination	<input style="width: 100%;" type="text"/>	Accreditation No.	<input style="width: 100%;" type="text"/>
CDC No.	<input style="width: 40px;" type="text"/>	Date of Determination	<input style="width: 100%;" type="text"/>	Accreditation No.	<input style="width: 100%;" type="text"/>

Part D. Builder and Insurance Details

Fill out as applicable to this developments

Owner Builder Permit – Permit No.

Licensed Builder Licensed Builders Name

Phone: Licence No. Insurance Company and Certificate No

Home Building Compensation Fund (HBCF) Insurance – Certificate No.

Part E. Signatures

Please tick the box that applies to you

The Applicant of the Approval

The Owner of the Land

Note: Required critical stage inspections can be found in your Development Consent or Complying Development Certificate

By signing this contract you accept the terms and conditions as applicable and acknowledge that you have been given notice under section 6.6 (2)(b) of the EP&A Act of the critical stage inspections required as detailed in the relevant approval.

Name	<input type="text"/>		
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Signature	<input type="text"/>	Date	<input type="text"/>
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Signed on behalf of Yass Valley Council

Name	<input type="text"/>		
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Signature	<input type="text"/>	Date	<input type="text"/>
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Part F. Terms and Conditions

Terms and Conditions

Fees payable are as specified in the attached fee quote in accordance with Council's Fees & Charges Schedule and are to be paid at the lodgement of the Application and completion of this form.

- I agree to provide all documents that the Council may reasonably request for it to perform the function of the PCA and/or Building Certifier.
- I agree to provide the Council with reasonable access to the development site.
- I agree to notify Council of the appointment of the principle contractor.
- I agree to notify the principle contractor of any critical stage inspections to be carried out in respect of the building work.

NOTE: The person having the benefit of the Consent so as to be able to appoint the PCA may be the owner or an applicant authorised by the owner but may NOT be the builder unless the builder is the owner

NOTE: If the owner is a company, a director and an authorised person (eg. Secretary) must sign. Signatures must be followed by the person's title. If Company is a sole trader, the person's title is to indicate; 'Sole Director'.