

NOTICE OF INTENTION TO COMMENCE BUILDING OR SUBDIVISION WORK AND APPOINTMENT OF COUNCIL AS PRINCIPAL CERTIFYING AUTHORITY

81A(2)(b)(i),(c), or (4)(b)(i),(c), 86(1) and (2) and 109E of the *Environmental Planning and Assessment Act 1979* and section 73A of the *Building Professionals Act 2005 (NSW)*.

Please note that all sections of this form must be completed in full unless noted otherwise.

This form is only to be used where Broken Hill City Council is to be the Principal Certifying Authority (PCA).

Office Hours: 8.30am – 5pm

240 Blende Street
PO Box 448
Broken Hill NSW 2880
council@brokenhill.nsw.gov.au
www.brokenhill.nsw.gov.au
General Enquiries
Phone 08 8080 3300

SECTION 1 – APPLICANT DETAILS

Note: A building contractor cannot be the applicant unless the contractor is the owner of the property.

Applicant Name: _____

Postal Address: _____

City/Town: _____ Postcode: _____

Email Address: _____

Phone - Business Hours: _____ Mobile: _____

Signature: _____ Date: _____

SECTION 2 – DEVELOPMENT

Site Details

Site Address: _____

City/Town: _____ Postcode: _____

Lot/DP: _____

Description of Development (as listed on the consent/certificate):

Development Consent/Complying Development Certificate (CDC)

Development Application Reference Number: _____ Date of Consent: _____

Construction Certificate (CC)

Reference Number: _____ Date of Certificate: _____

Was the CC or CDC issued by Broken Hill City Council? Yes No

If no, provide the name of the accredited certifier who issued the certificate:

Certifier Name: _____ Accreditation Number: _____

Have all conditions required to be satisfied prior to the commencement of works been satisfied?
Conditions may include payment of security bonds, s94 or 94A, etc.

Yes On what date is work to commence? _____

No Works MUST NOT commence

If you cannot provide a date when completing this form, you must notify Council in writing of the date at least two business days before work commences.

SECTION 3 – WORK DETAILS

Part A

Are you intending to build, alter or extend?

A dwelling or other structures and improvements associated with a dwelling (such as a swimming pool/spa, garage/shed, verandah/carport, etc.)

or

A residential building (ie villa, duplex, townhouse, flat building)?

Yes Continue to Part B in this section.

No Please proceed to Section 4 of this form.

Part B

Are you an owner-builder? (For more information on owner builder permits or home building licencing and contracting go to www.fairtrading.nsw.gov.au)

Yes

No Continue to Part C in this section.

Is the reasonable estimated market cost of the work more than \$10,000?

Yes Please provide your owner-builder permit number then continue to Section 4 of this form.

Owner-Builder Permit No: _____

No You must include a statutory declaration (see Appendix 1) signed by the owner of the property confirming that the cost of the work is not more than \$10,000. Please proceed to Section 4 of this form.

Part C

Name of the principal contractor: _____

Principal contractor licence number: _____

Is the reasonable estimated cost of the work more than \$20,000?

Yes Attach evidence that the principal contractor is insured to undertake this residential building work. This is insurance under the Home Building Compensation Fund (previously known as Home Warranty Insurance), under the *Home Building Act 1989*.

No You must include a statutory declaration (see Appendix 1), signed by the owner of the property, confirming that the cost of the work is not more than \$20,000.

Please proceed to Section 4 of this form.

SECTION 4 – CONTRACT FOR CERTIFICATION WORK

The *Building Professionals Act 2005 (NSW)* says Council must not carry out certification work for a person, such as accepting an appointment to be the Principal Certifying Authority (PCA) or to issue an Occupation certificate, unless it has entered into a written contract with that person.

If you have **not** already entered into a contract with Council to undertake the PCA functions, such as at the time of lodging a Construction Certificate or Complying Development Certificate application, you must complete and sign a **Contract for Certification Work** and attach it to this application.

This contract form is available on Council's website www.brokenhill.nsw.gov.au and at Council's Administrative Centre, 240 Blende Street, Broken Hill NSW 2880.

Your application cannot be processed until you attach a signed Contract for Certification Work. When the application, together with the Contract, is lodged the Contract will be signed by an authorised officer of Council and a copy will be forwarded to you for your records.

This form can be submitted to Council:

By EMAIL: council@brokenhill.nsw.gov.au

By POST: PO Box 448, Broken Hill NSW 2880

In PERSON: Broken Hill City Council Administrative Centre
240 Blende Street
BROKEN HILL NSW 2880

SECTION 5 – PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected includes Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@brokenhill.nsw.gov.au or addressed to Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Your information will be collected and stored by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

SECTION 6 – APPLICANT DECLARATION - If unsure, consult Council Planning staff

I declare that:

- I have met all the conditions in the Development Consent or the Complying Development Certificate that must be complied with prior to the commencement of work, and
- I appoint the Broken Hill City Council as the Principal Certifying Authority, and
- I have completed and lodged a Contract for Certification Work (see Section 4 – Contract for Certification Work), and
- I have included payment of the inspection fees for Council's services as the Principal Certifying Authority, and
- All the information I have provided is true and correct.

Name: _____

Signature: _____

Date: _____

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APPENDIX 1

Statutory Declaration, for use in NSW only.

For information regarding making a Statutory Declaration in another Australian state/territory, please visit:
<https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>

Statutory Declaration

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, , do solemnly and sincerely declare that
[name of declarant]

I am the owner of the property located at
.....

I do solemnly and sincerely declare that the reasonable estimated market cost of the approved building work is not more than: \$10,000 \$20,000

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on
[place] *[date]*

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, , a
[name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person *OR* *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months *OR* *I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]