



Unit 9/5 Vuko Place
Warriewood NSW 2102
PO Box 882
Mona Vale NSW 1660
Tel: (612) 9970 1111
Fax: (612) 9970 7150

About this form

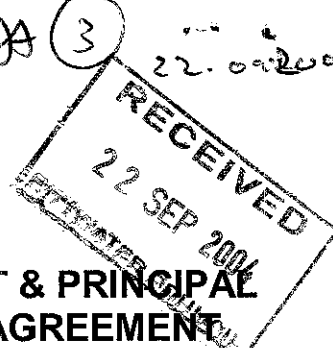
Who can complete this form?

Applicant's Checklist

Payment of fees

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)



- 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.

- 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.

- 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.



- At the time of submitting this form to Pittwater Council a fee is to be paid in accordance with the following fee structure, current to 30 June 2005.

Value of Development	Total Fee (including GST)	
	Domestic (class 1 & 10) (Code: HIND)	Commercial (Code: HIND)
\$0 - \$5,000	\$88.00	\$155.00
\$5,001 - \$100,00	\$225.00	\$294.00
\$100,001 - \$250,000	\$370.00	\$412.00
\$250,001 and over	\$464.00	
\$250,001 - \$500,000		\$566.00
\$500,001 - \$1,000,000		\$721.00
\$1,000,001 and over		Fee on application

- Critical Stage Inspection fees (refer to Part 6e of this form) maybe paid at the time of booking the inspection or a delayed payment until the request for either an Interim or Final Occupation Certificate.

OFFICE USE ONLY

Date of receipt: 20/9/04	Receipt No: 151042	Amount Paid: \$464.00	Accepted by: CJ
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1. DEVELOPMENT INFORMATION

1a) DEVELOPMENT CONSENT

Development Application No: <i>N0857/02</i>	Determination Date:
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1b) CONSTRUCTION CERTIFICATE

Construction Certificate No: <i>CC0446/04.</i>	Date of Issue: <i>17 / SEPT 2004</i>
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1c) DEVELOPMENT DETAILS

Type of Work: <input checked="" type="checkbox"/> New Building <input type="checkbox"/> Additions / Alterations <input type="checkbox"/> Subdivision	Brief description of development: <i>DUPLEX 2 x 4 BEDROOM.</i>
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1d) SITE DETAILS

Unit/Suite: <i>-</i>	Street No: <i>125</i>	Street: <i>GARDEN STREET. NARRABEEN</i>
Suburb: <i>NARRABEEN</i>	Lot No:	Deposit /Strata Plan:

1e) VALUE OF PROPOSED DEVELOPMENT

Estimated value of proposed works: \$ <i>475,000.00 - \$500,000.</i>
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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: <i>22 SEPT 2004</i>

2. APPLICANT DETAILS

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

Name (owner): <i>Aileen, PETER & LUDOVINE KELLY.</i>	
Postal Address: <i>P.O. BOX 480 MONAGHAN OR 34 JAMES WHEELER PLACE Collaroy 2097</i>	Phone (H/B): <i>(02) 99 71 0080</i> Mobile: <i>041444 2220 OR 0414971000</i> Email: <i>IRRESISTIBLEADMAS@YAHOO.COM.AU</i> Fax: <i>(02) 99 71 6383</i>

3. **PRINCIPAL CERTIFYING AUTHORITY**

PITTWATER COUNCIL

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?

☒ YES

☐ NO (see Note below)

Note: If **NO** work must not commence.

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?**

☐ Owner Builder

Owner Builders Permit No:

Copy of Owner Builders permit
attached:

☐ YES

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.

OR

☒ Licensed Builder

Builder's License Number 13 55 81 C

Name of Builder: PEARL DESIGN & CONSTRUCTION Phone: 9708 2741

Contact person: JAMES MARROUN Mobile: 0414 69 2348

Address: 20 MOXON ROAD PUNCATBOWL Fax: 9709 4528

Insurance Company:

AUST HOME WARRANTY

Insurance Certificate attached:

☒ Yes

☐ 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.

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.

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.

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- ☒ Footing Inspection (prior to placement of concrete)
- ☒ Slab and other Steel Inspection (prior to placement of concrete)
- ☒ Frame Inspection (prior to fixing floor, wall & ceiling linings)
- ☒ Wet Area Waterproofing Inspection (prior to covering)
- ☒ Stormwater Inspection (prior to backfilling of trenches)
- ☐ Swimming Pool Safety Fence Inspection (prior to placement of water)
- ☒ Final Inspection (all works completed and prior to occupation of the building)


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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 may be paid at the time of requesting an inspection or delayed for payment with the request for either an Interim or Final Occupation Certificate.

Critical Stage or other Inspection Fee Scale current to 30 June 2005

(Code: HINR)

Value of Development	Fee per Inspection
\$0 - \$150,000	\$122
\$150,001 and over	\$225

Final Inspection Fee Scale current to 30 June 2005

(Code:FOCC)

Type of Development	Interim Occupation Certificate	Final Occupation Certificate
Domestic (Class 1 and 10 buildings)	\$258	\$258
Commercial (Class 2 – 9 buildings)	\$310	\$310

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.

- ☐ 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


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

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:

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

The relevant details in Parts 6d, 7e & 7f of this agreement have been completed 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:

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.	



Level 1, 369 High Street, Kew VIC 3101
 Telephone: 1300 300 115 Facsimile: 1300 308 115
 A division of QAMPS Underwriting Agencies Pty Ltd
 ABN: 25 079 021 426 AFSL No: 238325

Policy Schedule / Certificate of Insurance

Underwritten by Australian International Insurance Ltd. (ABN 29 006 544 690) (Insurer)

HOME WARRANTY - JOB SPECIFIC POLICY (NSW)

This certificate, when read in conjunction with the Policy of Insurance is a contract of insurance complying with: Section 92 in respect of CONTRACT WORK, or Section 93 in respect of SUPPLY OF A KIT HOME, or Section 95 in respect of OWNER BUILDER Work, or Section 96 in respect of WORK BY DEVELOPERS AND OTHERS, of the Home Building Act 1989 (The Act) and/or the Home Building Regulation 1997 (The Regulations) issued by the Insurer in respect of Residential Building Work performed by the Contractor in line with the Residential Building Work Contract detailed below. Subject to the Act, the Regulation and the conditions of the Contract of Insurance, cover will be provided to the person named as Beneficiary below and Successors in Title to the Beneficiary.

POLICY No.: AIL - 001 CERTIFICATE No.: 073145 POLICY ISSUED: 06/07/2004

INSURED

The Building Owner ('Beneficiary'): P & A & L Kelly
 Postal Address: 0

RESIDENTIAL BUILDING WORK

Residential Building Work Covered by this Policy: Construction of a two storey duplex - as per application dated 01/07/2004
 AT (Site Address): 125a Garden Street, Narrabeen NSW 2101
 Municipality: Contract Date:
 Project Manager: Contract Price: \$250,000.00
 Est. Start Date: Est. Completion Date:

CONTRACTOR

Carried out by (Trading Name): JJ Marroun trading as Pearl Design & Constructions
 Business Address: 20 Moxon Road Punchbowl NSW 2196
 ABN / ACN No.: 40 752 109 094
 Licence/Contractor No.:
 Phone No.:

MAXIMUM AMOUNT OF COVER AND CLAIMS

The limit of liability is \$250,000.00 in aggregate in relation to each Dwelling, or such amount as is determined by the Regulations pursuant to the Act. The period in respect of which Claims may be made commences on the date of the relevant Residential Building Work Contract or date of issue of the Construction Certificate for the relevant work (whichever is the earlier); and expires on the date defined by Section 4 of the Contract of Insurance, provided that the Insured shall have 90 days from expiry of the Period of Insurance in which to notify the Insurer of any matter of which the Insured became aware during the Period of Insurance as existence of grounds for a Claim.

CLAIMS EXCESS

The Insured shall bear at his/her/its own risk five hundred dollars (\$500) in respect of each Claim made under this Policy.

SIGNED BY A PERSON AUTHORISED BY THE INSURER

Australian International Insurance Ltd, Level 1, 369 High Street, Kew VIC 3101 (ABN 29 006 544 690)

Murray F. Nugent

Name of the signatory for Australian Home Warranty,
 a division of QAMPS Underwriting Agencies Pty Ltd



Level 1, 369 High Street, Kew VIC 3101
Telephone: 1300 300 115 Facsimile: 1300 308 115
A division of CAMPS Underwriting Agencies Pty Ltd
ABN: 25 079 021 426 AFSL No: 238325

Policy Schedule / Certificate of Insurance

Underwritten by Australian International Insurance Ltd. (ABN 29 006 544 690) (Insurer)

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POLICY No.: AAIL - 001

CERTIFICATE No.: 073144

POLICY ISSUED: 06/07/2004

INSURED

The Building Owner ("Beneficiary"): P & A & L Kelly

Postal Address: 0

RESIDENTIAL BUILDING WORK

Residential Building Work Covered by this Policy: Construction of a two storey duplex - as per application dated 01/07/2004

At (Site Address): 125 Garden Street, Narrabeen NSW 2101

Municipality:

Contract Date:

Project Manager:

Contract Price: \$250,000.00

Est. Start Date:

Est. Completion Date:

CONTRACTOR

Carried out by (Trading Name): JJ Marroun trading as Pearl Design & Constructions

Business Address: 20 Moxon Road Punchbowl NSW 2196

ABN / ACN No.: 40 752 109 094

Licence/Contractor No.:

Phone No.:

MAXIMUM AMOUNT OF COVER AND CLAIMS

The limit of liability is \$250,000.00 in aggregate in relation to each Dwelling, or such amount as is determined by the Regulations pursuant to the Act. The period in respect of which Claims may be made commences on the date of the relevant Residential Building Work Contract or date of issue of the Construction Certificate for the relevant work (whichever is the earlier); and expires on the date defined by Section 4 of the Contract of Insurance, provided that the Insured shall have 90 days from expiry of the Period of Insurance in which to notify the Insurer of any matter of which the Insured became aware during the Period of Insurance as existence of grounds for a Claim.

CLAIMS EXCESS

The Insured shall bear at his/her/its own risk five hundred dollars (\$500) in respect of each Claim made under this Policy.

Australian International Insurance Ltd, Level 1, 369 High Street, Kew VIC 3101 (ABN 29 006 544 690)

Kim Kelly E. Nugent

Name of the signatory for Australian Home Warranty,
a division of CAMPS Underwriting Agencies Pty Ltd