



## NOTICE TO COMMENCE BUILDING WORK AND APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

To complete this form, please place a tick (✓) in the boxes and complete sections as appropriate.  
The builder or other contractor cannot complete this form unless they are also the owner of the property. No Faxed applications please.

### DETAILS OF THE APPLICANT (Owner/s or persons having benefit of the DA consent)

Name / Company Rachel Rutherford Contact Person Rachel  
Owner's Address 16 Valley Lane  
Lindfield Postcode 2070 State NSW  
Mailing Address as above  
Postcode \_\_\_\_\_ State \_\_\_\_\_  
E-mail rachelrutherford@me.com Tel \_\_\_\_\_ Mobile 0425251575

### DETAILS OF THE LAND TO BE DEVELOPED

Address 18 Norma Rd Palm Beach NSW 2108  
Lot No 395 DP/SP 19651 Vol/fol. Etc 395/19651 Council Area RHwater

### DESCRIPTION OF WORK

Type of work proposed: ☐ New Building ☒ Additions / Alterations

Building Code of Australia Classification 1a Construction Cost of Works \$ 2000 00

Description of the work Proposed New window to Lower Ground Floor  
of existing house

### DETAILS OF THE RELEVANT CONSENTS

Consent No. \_\_\_\_\_ Date issued: \_\_\_\_\_

Construction Certificate No. \_\_\_\_\_ Date issued: \_\_\_\_\_

Complying Development Certificate No. 116/2012 Date issued: 12/9/12

### APPOINTMENT OF A "PRINCIPAL CERTIFYING AUTHORITY" (PCA)

Indicate the steps you have taken by placing a cross in the appropriate boxes ☐.

☒ I have met all the conditions in the ~~development consent~~ or the complying development certificate required to be satisfied before I can begin work

☒ I have appointed a principal certifying authority

Name of the principal certifying authority – CERTGROUP Building Certifiers – Mark Wysman

Address of the principal certifying authority – PO Box 870, Narrabeen NSW 2101, Telephone No.9944 8222

Accreditation - No.0449 - Accreditation Body - NSW BPB

CERTGROUP Building Certifiers • tel 9944 8222 • fax 99446330  
info@certgroup.com.au • www.certgroup.com.au • PO Box 870 Narrabeen NSW 2101 • abn 47 121 229 166

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**BUILDER INFORMATION (Residential Building work)**

1. Are you going to build a dwelling or other structure or alterations or additions to a dwelling if the cost of building work is over \$5000 (materials and labour)?

☐ Yes → Please proceed to point 2(a)

☒ No → Please proceed to point 5.

2(a). Are you an owner-builder?

☐ Yes → What is the name of the owner-builder and owner-builder permit no.?

☐ No → Please complete part 2(b)

Owner Builder \_\_\_\_\_ Permit No. \_\_\_\_\_ Phone \_\_\_\_\_

2(b). Will the work be carried out by someone who is licensed to do so?

☐ Yes → What is the name of the builder and contractor licence no.?

Name Rob Adema Licence No. 168665C Phone 0414918088

3. If cost of building works is over \$20,000 what is the name of the insurer of the builder? (NB Insurance may not be required if the work you are carrying out is Commercial, industrial or high rise residential)

Name of Insurer N/A. < 20k.

4. Have you attached to this notice evidence that the licensed person is insured to carry out this type of work?

☐ No ☐ Yes ☐ N/A

5. Have you attached to this notice a declaration (signed by the owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$5,000? ☐ No ☒ Yes ☐ N/A

**PCA SIGNATURE (Office use only)**

The principal certifying authority must sign the notice

- 1) I acknowledge that I have seen evidence that the builder is licensed and insured, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit.
- 2) I acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for this development.
- 3) I acknowledge that all conditions of the development consent that are required to be satisfied prior to the work commencing, have been satisfied including that all relevant fees, charges and contributions have been paid.

Signature of PCA \_\_\_\_\_

Name of PCA – CERTGROUP Building Certifier – Mark Wysman - Date 12/9/12

**OWNERS SIGNATURE**

I/ We as the owner/s of the above property authorise for Mark Wysman to act as the Principal Certifying Authority for the subject building works, including site inspections and to lodge the Notice of Commencement/Appointment of the Principal Certifying Authority form with the relevant Council.

Owner/ s Name/s Rachel Rutherford

Owner/ s Signature/s [Signature] Date 28.8.12

\_\_\_\_\_ Date \_\_\_\_\_

**NOMINATE THE DATE THE WORK WILL COMMENCE**

Date ~~28/8/12~~ 17/9/12

**PRIVACY POLICY**

The information you provide in this notice is required under the Environmental Planning and Assessment Act 1979 if you are going to erect a building. If you do not provide the information to the consent authority, you cannot commence the work. The information will be held by the consent authority and by the council (if the council is not the consent authority). Please contact CERTGROUP Building Certifiers if the information you have provided in this notice is incorrect or changes.

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