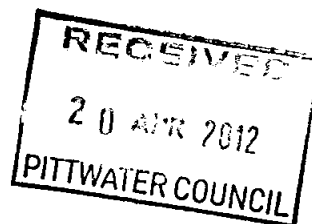


- ACCREDITED CERTIFIERS
- PRINCIPAL CERTIFYING AUTHORITY
- CONSTRUCTION CERTIFICATES
- FIRE SAFETY/BUILDING CONSULTANTS

## NSW BUILDING APPROVALS

19 April 2012

**Pittwater Council**  
**PO Box 882**  
**MONA VALE NSW 1660**



The General Manager  
Attention: Planning Department

Dear Sir/Madam

**Re: DA N0452/08 & CC50P09      5 Bilgola Terrace, BILGOLA (Lot 8, DP 822263)**

Please find attached a copy of the Final Occupation Certificate for the proposed development that has been granted by the Accredited Certifier, Mr Patrick Doherty.

The Final OC relates to *alterations and additions to the existing dwelling*.

Together with OC, we have enclosed the following for Council's record:

1. Other documents relied upon

In accordance with Council's policy we have attached a cheque for the registration of this certificate. In forwarding the receipt for this cheque it is requested that reference be made to the address of the premises.

If you have any queries regarding the above please do not hesitate to contact the undersigned on 9566 4952 / 0424 699 924 during business hours.

Yours faithfully,

A handwritten signature in black ink, appearing to be "P. Doherty".

Patrick Doherty  
NSW Building Approvals  
CC  
Mark and Katrina Mitchell

\$36 REC: 320582 20/4/12

SUITE 15/2-12 GLEBE POINT ROAD  
GLEBE  
NSW 2037  
WWW.NSWBUILDING.COM.AU

MOBILE 0424 699 924  
PHONE (02) 9566 4952  
FAX (02) 9518 6310  
EMAIL pd@nswbuilding.com.au

- ACCREDITED CERTIFIERS
- PRINCIPAL CERTIFYING AUTHORITY
- CONSTRUCTION CERTIFICATES
- FIRE SAFETY/BUILDING CONSULTANTS



OCCUPATION CERTIFICATE

Section 109C(1)(c) of the Environmental Planning and Assessment Act 1979

Occupation Certificate No. 50P09.3	
Applicant	Name: Mark and Katrina Mitchell Address: 5 Bilgola Terrace Suburb: Bilgola State: NSW Postcode: 2107
Location of the Property	Address: 5 Bilgola Terrace Suburb: Bilgola State: NSW Postcode: 2107 Real Property Description: Lot 8 DP 822263
Building description	Alterations and additions to the existing dwelling house.
BCA Classification	Class 1a – single dwelling; Class 10a – decking
Type of Occupation Certificate	Final
Determination	Approved 19 April 2012
Principal Contractor	Colmer Constructions Pty Ltd, Li No.:U 148830C
Development Consent	Approved DA No.'s: NO452/08/S96/2 & NO452/08/S96/1 & NO452/08 Date of Determination: 29 November 2010 & 7 September 2010 & 16 June 2009
Construction Certificate	Approved CC No.'s: 50P09.2, 50P09.1, 50P09 Date of Determination: 23 August 2011, 9 December 2010, 11 December 2009

I, Patrick Doherty have been appointed as the Principal Certifying Authority under S109E and hereby certify that:-

- I have taken into consideration the health and safety of the occupants of the building.
- A Development Consent is in force with respect to the building.
- A Construction Certificate has been issued with respect to the plans and specifications for the building.
- The building is suitable for occupation and use in accordance with its classification under the Building Code of Australia.
- Where required, a final fire safety certificate has been issued for the building.
- Where required, a report from the commissioner of the Fire Brigades has been considered.

Patrick Doherty  
NSW BUILDING APPROVALS

Date: 19 April 2012

Accreditation Body: BPB

Accreditation No: 0094


MOBILE 0424 699 924  
PHONE (02) 9566 4952  
FAX (02) 9518 6310  
EMAIL pd@nswbuilding.com.au

Documentation relied upon to issue Occupation Certificate 50P09.3  
5 Bilgola Terrace, BILGOLA;

Item No.	Description	Date
1.	Application for Occupation Certificate, prepared by Mark & Katrina Mitchell;	12.07.11
2.	Barrenjoey Consulting Engineers Pty Ltd general inspection in relation to structural components;	09.06.11
3.	Kordon Termite Barrier Statement, AS3660, prepared by Alliance First (John Parkins);	29.06.10
4.	Certificate of Compliance for Stair Construction and balustrades prepared by Michael Colmer of Colmer Construction Pty Ltd (principal contractor);	15.01.12
5.	Certificate of Compliance for Swimming Pool Access, AS1926.1 prepared by Michael Colmer of Colmer Construction Pty Ltd (principal contractor);	15.01.12
6.	Smoke Detector Certificate, AS3786 prepared by Stokes Illumination (licenced electrician);	16.05.12
7.	Compliance Certificate for wet area waterproofing, AS3740, prepared by Tile-Rite Pty Ltd;	06.05.11
8.	Certificate of Compliance, balustrades AS1288-2006 and AS2047 prepared by Stainlesstimberglass Pty Ltd;	16.05.11
9.	Compliance Certificate, BCA Requirements, installation of chimney and fireplace prepared by A & R Chimney;	17.06.11
10.	General Compliance Statement in relation to bushfire construction AS3959, Basix Commitments, wiring, stormwater drainage (PGL Plumbing Services) and stairway construction prepared by Colmer Construction Pty Ltd (principal contractor) ;	21.06.11
11.	Glazing Certificate in accordance with AS1288 and AS1170 prepared by Glasscraft Glass and Glazing Pty Ltd;	18.05.11
12.	Inspection list attached under 162C of the EP & A Regulation.	-
13.	Basix Certificate of Completion;	19.04.12
14.	DP Surveying (Land & Engineering Surveyors) survey report;	24.06.11

**Certifying Authority**

Patrick Doherty  
Grad. Dip. Bldg, Dip Applied SC (Bldg)  
Accredited certifier / Principal Certifying Authority (Building) - Grade A1

Signed 

SUITE 15/2-12 GLEBE POINT ROAD GLEBE NSW 2037 WWW.NSWBUILDING.COM.AU	MOBILE 0424 699 924 PHONE (02) 9566 4952 FAX (02) 9518 6310 EMAIL pd@nswbuilding.com.au
-------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

- ACCREDITED CERTIFIERS
- PRINCIPAL CERTIFYING AUTHORITY
- CONSTRUCTION CERTIFICATES
- FIRE SAFETY/BUILDING CONSULTANTS

NSW BUILDING  
APPROVALS

## Occupation Certificate Application

Under Section 109C (1) (b), 81A (2) and 81A (4) of the Environmental Planning and Assessment Act 1979

### 1. Details of the applicant

Mr ☒ Ms ☐ Mrs ☒ Other

First name Mark & Katrina Family name Mitchell Company/ Organisation

Flat/street no. 5 Street name BILGOCA TERRACE

Suburb or town BILGOCA State NSW Postcode 2107

### 2. Identify the land

Level / Flat no. 5 Street no. & Street name BILGOCA TERRACE

Suburb or town BILGOCA State NSW Postcode 2107

Lot no.  DP/ MPS no.  Section

### 3. Describe the development

What type of work do you propose to carry out?

Building work ☒ Subdivision work ☐

Describe the work

Alterations and additions to the existing dwelling house.

### 4. Type of Application Proposed

Interim ☐  
Final ☒

### 5. BCA Classification

1 A + 10 B

### 6. Signatures

Applicant's Signature

Signature & Print Name

Date

Mark Mitchell  
KATRINA MITCHELL

SUITE 15/2-12 GLEBE POINT ROAD  
GLEBE  
NSW 2037  
WWW.NSWBUILDING.COM.AU

MOBILE 0424 699 924  
PHONE (02) 9566 4952  
FAX (02) 9518 6310  
EMAIL pa@nswbuilding.com.au

## Certificate Application Form

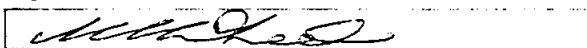
### Owners' Consent

- Every owner of the land must sign this application.
- If the owner is a company, this form must be signed by an authorised director of the company.
- If the property is a unit under strata title, or a lot in a community title, this form must be signed by the chairperson or the secretary of the Body Corporate or the appointed managing agent.
- 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 (e.g. power of attorney, executor, trustee, company director, etc)

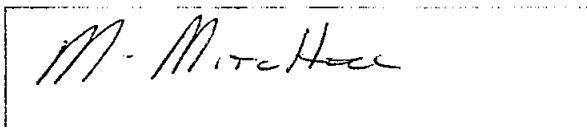
As the owner(s) of the above property, I/we consent to this application. I also consent for NSW Building Approvals staff to enter the land to carry out inspections relating to this application.

### Owners Signature

Signature



Name Of Person and/ or Company Name & Address



Date

12.7.11

### Owners Signature

Signature



Name Of Person and/ or Company Name & Address

K. MITCHELL

Date

12.7.11

### Information to be attached to the application

You need to provide material with your application that is relevant to the type of work you have done. Please indicate the material you have attached by placing a cross in the appropriate boxes ☐:

- ☒ Structural certification
- ☒ Survey report
- ☒ Wet area waterproofing certificate
- ☒ Termite control certificate
- ☒ Smoke detector certificate
- ☒ Basix completion
- ☒ Glazing certificate
- ☐ Section 73 Certificate from Sydney Water
- ☐ Landscaping
- ☐ Fire safety measures
- ☐ Fire safety certificate
- ☐ Mechanical ventilation
- ☐ Stormwater drainage including works-as-executed stormwater detail
- ☐ Trade waste permit from Sydney Water for food premises
- ☐ Other (please specify).....

OFFICE USE ONLY: date received

25 / 10 / 2011

SUITE 15/2-12 GLEBE POINT ROAD  
GLEBE  
NSW 2037  
WWW.NSWBUILDING.COM.AU

MOBILE 0424 699 924  
PHONE (02) 9566 4952  
FAX (02) 9518 6310  
EMAIL pd@nswbuilding.com.au

Barrenjoey Consulting Engineers Pty Ltd  
Stormwater Structural Civil  
abn 13124694917 acn 124694917

9<sup>th</sup> June 2011

M. Mitchell  
5 Bilgola Terrace  
Bilgola  
NSW 2107

**ALTERATIONS & ADDITIONS  
5 BILGOLA TERRACE BILGOLA  
Job No 100102**

Barrenjoey Consulting Engineers Pty Ltd inspected the structural components of the alterations and additions recently constructed at the above site address –

At the time of our inspection the works were in accordance with the intention of the plans issued by this office and it is therefore our opinion that these components will be adequate to withstand the loads likely to be imposed upon them.

Should further information regarding this matter be required please contact our office as outlined below.

Regards  
BARRENJOEY CONSULTING ENGINEERS Pty Ltd



Per  
Lucas Molloy (Director)  
E CPEng NPER

PO Box 672  
Avalon NSW 2107  
P: 9918 6264 F: 9918 5841  
M: 0418 620 330  
E: lucasbce@bigpond.com

Barrenjoey Consulting Engineers Pty Ltd  
Stormwater Structural Civil  
abn 13124694917 acn 124694917

9<sup>th</sup> June 2011

M. Mitchell  
5 Bilgola Terrace  
Bilgola  
NSW 2107

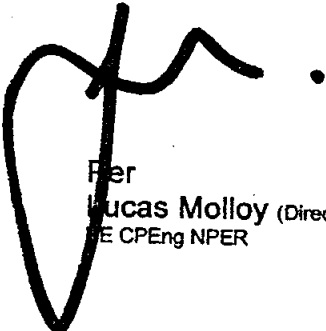
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5 BILGOLA TERRACE BILGOLA  
Job No 100102**

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BARRENJOEY CONSULTING ENGINEERS Pty Ltd



Per  
Lucas Molloy (Director)  
E CPEng NPER

PO Box 672  
Avalon NSW 2107  
P: 9918 6264 F: 9918 5841  
M: 0418 620 330  
E: lucasbce@bigpond.com

# BASIX Completion Receipt

Receipt no.: CR-1334805308161-A59440

This receipt is confirmation that the certifying authority identified below has satisfied the requirements of clause 154C of the Environmental Planning and Assessment Regulation 2000 for the development described in the 'BASIX Certificate details' section below.

Director-General  
Date of issue: Thursday, 19/04/2012



## Principal certifying authority

Name: patrick  
Accreditation scheme: BPB  
Accreditation number: 0094

## Final Inspection

Date of final inspection: Thursday, 19/04/2012

## BASIX Certificate details

BASIX Certificate no.	A59440
Project name	5 Bilgola Terrace, Bilgola
Street address	5 Bilgola OTHER...
Suburb	Bilgola
Postcode	2107
Local Government Area	Pittwater Council

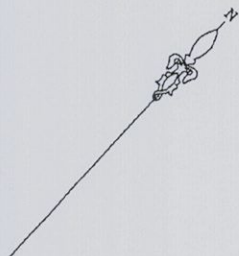


PLAN

OF  
NEW RENOVATIONS  
AT  
BILGOLA

LOT 146  
DP 16902

LOT 145  
DP 16902



ROOF TO BDY 0.78  
WALL TO BDY 1.105

RENDERED  
& TIMBER CLAD  
RESIDENCE  
NO. 6

ROOF TO BDY 0.75

WALL TO BDY 1.055

LOT 121  
DP 16902

TOR 62.84

TIMBER CLAD  
& RENDERED  
RESIDENCE  
NO.5

TOR 62.43

UPPER TILED BALCONY 59.85

MID TILED BALCONY 57.04

LOWER TILED PORCH 34.06

WEATHERBOARD  
RESIDENCE  
NO.4

UPPER WALL TO BDY 2.12

LOT A  
DP 400597

LOT 8  
DP 822263

32.815

28.29

18.18

BILGOLA

TERRACE

**DP SURVEYING**

LAND & ENGINEERING SURVEYORS

46 JOHN ST, AVALON 2107

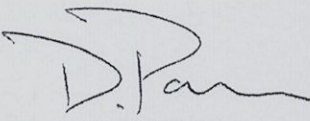
PHONE : 9918-3359

FAX NO : 9918-3360

EMAIL : david@dpsurveying.com.au

DATE : 24 JUNE, 2011

MY REF : 474

  
DAVID PARSONS  
REGISTERED SURVEYOR

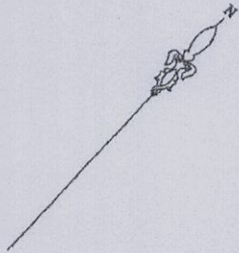


PLAN

OF  
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LOT 146  
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LOT 145  
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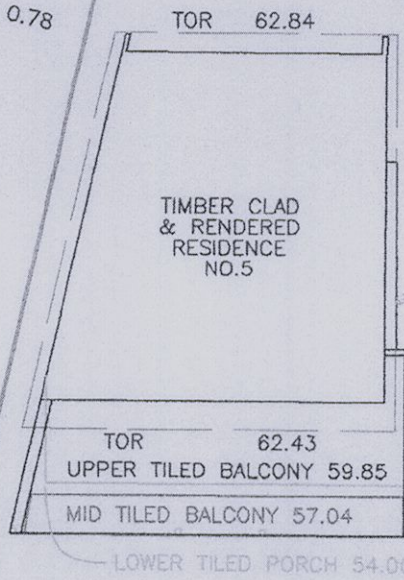


ROOF TO BDY 0.78

RENDERED  
& TIMBER CLAD  
RESIDENCE  
NO. 6

ROOF TO BDY 0.75

LOT 121  
DP 16902



40m

WEATHERBOARD  
RESIDENCE  
NO.4

UPPER WALL TO BDY 2.12

80 TO ALLOW ENGINEER BIGGER JOIST SIZE

OK W/ UP WITH INT FLOOR SEE ELEV.

LOT A  
DP 400597

LOT 8  
DP 822263

32.815

18.18

BILGOLA

TERRACE

**DP SURVEYING**

LAND & ENGINEERING SURVEYORS  
46 JOHN ST, AVALON 2107

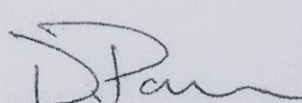
PHONE : 9918-3359

FAX NO : 9918-3360

EMAIL : david@dpsurveying.com.au

DATE : 24 JUNE, 2011

MY REF : 474

  
DAVID PARSONS  
REGISTERED SURVEYOR

Bayer Environmental Science



**L KORDON**  
TERMITE BARRIER

NOTE: This document is to be attached to Warranty Document Number:

2010-6-2231

Date of Installation: 28/05/2010

Installation Address: 5 Bilgola Terrace

Bilgola  
NSW, 2107

Job Type:

Small Job - Miscellaneous

Product used:

Linear Metres (m)	Product Width (mm)	Total SQM
4	300	1.20
2.3	450	1.04

Builder:

Colmer Constructions

Phone number:

0415 464264

Owner:

Mark & Katrina Mitchell

Phone number:

0412 259121

Local Council:

Pittwater Council

Phone number:

02 99701111

Company Contact:

John Parkins

Installer's Name:

John Parkins

Company Name:

Alliance First

Service Penetrations

Kordon Collars	0	0.00
Manual Collars	0	0.00

Total Kordon Installed: 2.24

Address:

14 Hogan Street  
Balgowlah Heights  
NSW, 2093

Phone Number:

1800 886 186

Fax Number:

02 9907 8557

Accreditation Number: n144

Authorised Signature:

Date:

29/6/2010

Comments: The builder has been advised to maintain a 75mm or hard surface inspection zone around the building perimeter.  
Kordon will only protect areas where the product is installed.  
Regular termite inspections as per the Australian Standard are recommended.  
No pre installation site inspection report as recommended by AS3660.1 was carried out.

Bayer Environmental Science



Bayer

# KORDON<sup>®</sup>

## TERMITE BARRIER

NOTE: This document is to be attached to Warranty Document Number:

2010-6-2231

Date of Installation: 28/05/2010

Job Type:

Small Job - Miscellaneous

Installation Address: 5 Bilgola Terrace  
Bilgola  
NSW, 2107

Product used:

Linear Metres (m)	Product Width (mm)	Total SQM
4	300	1.20
2.3	450	1.04

Builder: Colmer Constructions  
Phone number: 0415 464264  
Owner: Mark & Katrina Mitchell  
Phone number: 0412 259121  
Local Council: Pittwater Council  
Phone number: 02 99701111  
Company Contact: John Parkins  
Installer's Name: John Parkins  
Company Name: Alliance First

Service Penetrations

Kordon Collars	0	0.00
Manual Collars	0	0.00
Total Kordon Installed:		2.24

Address: 14 Hogan Street  
Balgowlah Heights  
NSW, 2093

Phone Number: 1800 886 186

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Bayer Environmental Science



Bayer

# KORDON<sup>®</sup>

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Bilgola

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Phone number:

0415 464264

Owner:

Mark & Katrina Mitchell

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0412 259121

Local Council:

Pittwater Council

Phone number:

02 99701111

Company Contact:

John Parkins

Installer's Name:

John Parkins

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Alliance First

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NSW, 2093

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Regular termite inspections as per the Australian Standard are recommended.  
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Certificate of Compliance  
for  
Stair Construction and Balustrades

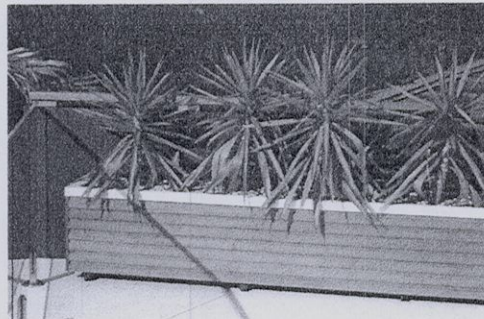
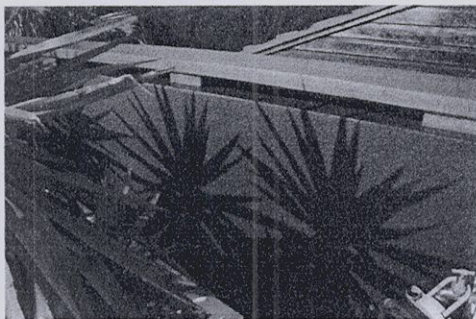
Part 3.9.1 & 3.9.2 Building Code of Australia 2011 (Volume 2)

Property 58 Bilgola Terrace, Bilgola  
DA No N0452/08

I MICHAEL COLMER of COLMER CONST. P/L  
(Name) (Company name)

I hereby certify that the stair construction complies with Part 3.9.1 of the BCA. The treads have a slip-resistant finish (sandstone) and the goings and risers are constant throughout all flights.

Further, all balustrades within top storey have been raised to over 1m and there are no horizontal elements within the balustrade or other barrier between 150 mm and 760 mm above the floor which facilitate climbing.



Further, I am appropriately qualified and experienced to provide the certification for this project.

Signature -12W Date 15/1/12



Certificate of Compliance  
for  
Swimming Pool Access

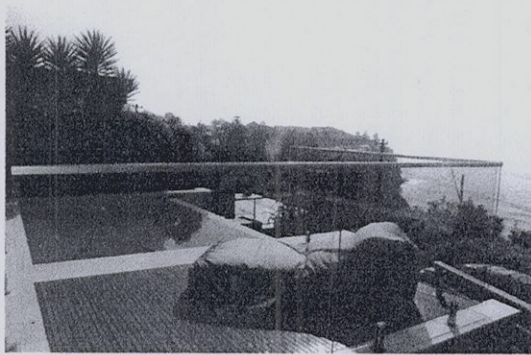
Part 3.9.3 Building Code of Australia 2011 (Volume 2)

Property 58 Bilgola Terrace, Bilgola  
DA No N0452/08

I MICHAEL COLMER of COLMER CONST. P/L  
(Name) (Company name)

I hereby certify that the swimming pool access complies with Part 3.9.3 of the BCA. The swimming pool is existing and the modifications have been carried out in accordance with AS1926.1 and the BCA.

The outer frameless swimming pool fence has been fitted with a loadbearing handrail to the top of the balustrade and all new fencing is 1.2m in height and the swimming pool fence complies with the BCA. A resuscitation sign has been installed within the pool enclosure and areas beneath the swimming pool fence have been adjusted to be <100mm in all places, including the adjacent garden. Depth markers as requested by the certifier have also been provided.



Further, I am appropriately qualified and experienced to provide the certification for this project.

Signature -12W Date 15/1/12



STOKES

QUALIFIED LIGHTING DESIGN - AUTOMATION - ELECTRICAL INSTALLATION

16<sup>th</sup> May, 2011

SMOKE DETECTOR CERTIFICATE

5 Bilgola Terrace, Bilgola

The smoke detectors at 5 Bilgola Terrace, Bilgola were installed by a licensed electrician (License no. 20272C) in accordance with the relevant Australian Standard, AS 3786 for the wiring and installation of smoke detectors and the smoke detectors in this residence are in working order.

Glenn Stokes  
**Stokes Illumination**  
Director

PO Box 542 Newport NSW 2106  
Glenn Stokes Lic No 20272C Mobile: 0415 446 227 Fax: 9999 4883  
Susan Stokes Grad Cert Des Sc (Illum Des) CBus Accredited



Compliance Certificate for wet area waterproofing.

6/5/2011

Description of work, Waterproofing membranes to wet areas at; 5 Bilgola Terrace Bilgola

Type of certificate, Installation

Classification of building, class 10a

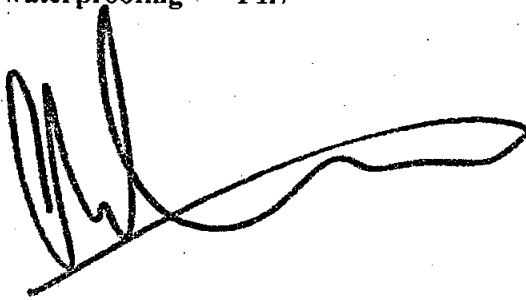
Description of works and standards, The wet area waterproofing elements of the development have been installed with the relevant code requirements as listed in Appendix A As3740

Certificate 9/09/09 License No 175643c

Certify that the wet area waterproofing elements of the development have been installed in accordance with the relevant code requirements as listed in appendix A

Certified by Tile-Rite Pty Ltd  
Po box 199 Manly  
2095  
0411460232

Appendix a Relevant Australian standard AS340  
Australian standard BCA clause reference  
As 3740 wet area waterproofing - F1.7

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



stainless**timber**glass

16/05/11

**CERTIFICATE OF COMPLIANCE**

**BALUSTRADES**

5 Bilgola Terrace  
Bilgola NSW

We hereby certify that the glass balustrades in the above premises have been installed to resist loads in accordance with AS1288-2006 and AS2047. Glass reflectability is less than 25%.



Yours Truly  
Stainless Timber Glass

stainless**timber**glass  
PTY LTD

M 0404 063335 F 02 9997 5640  
stainless**timber**glass@mac.com  
BSB 082278 Acc 582292022  
ABN 4411 33 65 996

# COMPLIANCE CERTIFICATE

**A&R**  
**CHIMNEY**

DA No.

CC No.

Property Address: 5 BILGOLA TERRACE  
BILGOLA 2107, NSW

## BCA Requirements

I, Grant Tucker of A & R Chimney (ABN No. 26137431286), being a licensed contractor (Licence No. 184969C), hereby certify that I have installed the chimney and fireplace at \_\_\_\_\_ in accordance with part 3.7.1.7 of the BCA (Housing Provisions) in that:

- there is no flue located within 450mm of the boundary
- no flammable pipework has been used in the chimney
- there are no pipes within 450mm of the boundary

I am appropriately qualified and experienced to provide the certification for this component of the project.

Signature: \_\_\_\_\_

Date: 17/06/2011

ph. 9938 5674

mob. 0412 648 632

abn. 26 137 431 286

lic no. 184969C

[www.aandrchimney.com.au](http://www.aandrchimney.com.au)

Architectural builders, renovators, design and consultation

## Colmer Constructions Pty Ltd

abn 99 065 423 958

Tuesday, June 21, 2011

To Whom it may concern

Certification by us for the items as required by P.Doherty

### Item 1

#### Bush fire Compliance

This is to certify that the construction work completed is in accordance with AS 3959-1999 level 1 construction of buildings in a bushfire prone area as set out in R.Coffeys report 23/6/2008

### Item 5

#### Basix

All of the Basix requirements have been met (condition 14)

### Item 6

#### Councils Assets

All roads, kerbs and gutters and drainage have not been damaged as per condition E

### Item 8

#### Insulation

All insulation complies with AS/NZS 3000 wiring rules and AS/NZS 4859.1 and AS3999 in regards to insulation and wiring

### Item 10

#### Stormwater and Drainage

All Stormwater and Drainage comply with AS3500 and Part 3.5 of the Building Code of Australia



#### PGL PLUMBING SERVICES

ABN 80 491 625 569

P.O. Box 586, Newport Beach 2106

Ph: 9997 6774 Fax: 9999 4552

Mob: 0415 475 227 Lic. No. L12985

### Item 13

#### Stairs

The stairs comply with part 3.9.1 Stair construction Building Code of Australia. The goings and risers are constant through out eachflight and are pre coated with a slip resistant finish

Architectural builders, renovators, design and consultation

## **Colmer Constructions Pty Ltd**

abn 99 065 423 958

All other items are completed and ready for your return inspection

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeh' or similar, written in a cursive style.

Michael Colmer  
Colmer Constructions P/L



**GLASSCRAFT**  
**GLASS AND GLAZING PTY LTD**  
A.C.N 088 534 258  
ABN 51 088 534 258

**18<sup>th</sup> May 2011**  
**Colmer Constructions**  
**189 Hudson Parade**  
**Clareville NSW 2107**

**Certificate of Compliance**

**RE: 5 Bilgola Terrace**  
**Bilgola Plateau NSW 2107**

**To Whom It May Concern**

Glasscraft Glass and Glazing Pty Ltd, at your request carried out glazing work at the above premises

All glass and glazing carried out by Glasscraft Glass and Glazing is in accordance with Current Australian Standards AS/NZ1288-2006 and AS1170.1-1989 and AS 2208

This compliance certificate is for two 10mm clear toughened shower screens.

If you have any queries please do not hesitate to contact Glasscraft on the number listed below

Kind regards  
GLASSCRAFT GLASS AND GLAZING PTY LTD

*Martin Stowe*

Martin Stowe  
DIRECTOR

2/16, Tengah Crescent MONA VALE NSW 2108  
Email: glasscraft1@bigpond.com  
PHONE (02) 9999 1525 FAX 99992818 LICENCE 1079510



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**GLASS AND GLAZING PTY LTD**  
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DIRECTOR

1/16, Torpoh Crescent MOWRA NSW 2108  
Email: glasscraft1@bigpond.com  
PHONE (02) 9999 1525 FAX 99991810 LICENCE 1079510

29 June 2011



Mr Mark Mitchell  
5 Bilgola Tce  
BILGOLA NSW 2107

570 George Street  
Sydney NSW 2000  
All mail to GPO Box 4009  
Sydney NSW 2001  
[www.ausgrid.com.au](http://www.ausgrid.com.au)

NMI: 41033986629

Dear Mark

I am writing to you about your solar photovoltaic (PV) system.

Recent audits have identified problems with the installation of some solar PV systems. While these problems appear to present a low safety risk, if you are concerned about the safety of your solar PV system, we recommend you follow these steps:

1. Please leave any inspection of your system to a qualified expert. **DO NOT check the solar panels, their wiring or any other part of the system yourself. DO NOT try to turn off the system.** Solar PV systems need to be turned off with a specific shut down procedure. Turning off the system in the wrong way may contribute to fire or safety risks.
2. If you have any questions about the safety of your solar PV system, **contact the company which sold you the system.** They should confirm that the installation received a Certificate of Compliance signed by a licensed electrician, that your installer was licensed, qualified and accredited and that the installer's training was up to date with recent changes to standards. Where the company cannot satisfy you that your system is safe, you should ask them to come and inspect it.
3. If you are not satisfied with the response from the company, or you want an independent inspection of your system, you can go to the Clean Energy Council website at **[www.solaraccreditation.com.au/inspection](http://www.solaraccreditation.com.au/inspection)**, where you can access a list of accredited solar-trained electricians that can check your system for a fee.

If there are defects with your system, the installer is required to fix the defects as soon as possible at no cost to you.

NSW Fair Trading is responsible for taking action against builders and electricians that do substandard work, which includes the installation of solar panels. If you have a complaint about an installer or the fixing of any defects with your solar PV system, please call **1800 055 555**.

Ausgrid also conducts a program of inspections of solar PV systems to ensure they are properly connected to the electricity network. These inspections do not include roof panels or in-house wiring. These inspections are not a substitute for having the complete system checked by a qualified expert.

Further advice on solar safety is provided at [www.ausgrid.com.au/solarsafety](http://www.ausgrid.com.au/solarsafety) and [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

Yours Sincerely

A handwritten signature in black ink, appearing to read "John Eisenhuth".

John Eisenhuth  
**Executive General Manager  
Distribution Operations & Reliability**