

Our ref P-08-102
Council ref CC0613/07

Environmental Compliance
8am to 5 30pm Mon - Thurs, 8am to 5pm Fri
Phone 9970 1111

17 January 2008

Ms Vicki Johnson
Community Care (Northern Beaches) Inc
7/8 Level 1 Pittwater Place
10 Park Street
MONA VALE NSW 2103

Dear Vicki

**Re Construction Certificate – CC0613/07
Property Suites C10 & C11, 10 Park Street, Mona Vale NSW 2103**

Please find enclosed your approved Construction Certificate and stamped plans

Did you know that work is unable to commence until such time as a completed Notification of Commencement Form has been submitted to Council at least two (2) days prior to starting work? Not to do so is a breach of the Environmental Planning and Assessment Act, which would result in a Penalty Infringement Notice (on-the-spot fine) being issued to you and the builder.

To assist you please find enclosed a "Notification of Commencement and Principal Certifying Authority Service Agreement" form to enable you to appoint Pittwater Council as your Principal Certifying Authority (PCA)

If appointed as the PCA, Council would engage the services of Tom Miskovich & Associates Pty Ltd to carry out the various inspections as indicated in Part 6 of the enclosed "Notification of Commencement and Principal Certifying Authority Service Agreement" form and ultimately issue an Occupation Certificate for your development. Appointment and inspection fees are also detailed in the enclosed form.

Council will endorse your completed "Notice of Commencement and Principal Certifying Authority Service Agreement" form and return a copy to the applicant with advice as to the required critical stage and other inspections to be carried out on behalf of Council.

Council is committed to providing a quality service and would value your business in being appointed as the Principal Certifying Authority for your development.

Yours faithfully

Development Compliance Group

Per Tom Miskovich & Associates Pty Ltd



Approved Construction Certificate CC0613/07

Site Details Suites C10 & C11, 10 Park Street, MONA VALE NSW 2103
Legal Description Lot 10 DP818304
Type of Development Building
Description Fitout of Existing Office Space
Associated Development Consent No N0679/07 Dated 6 November 2007
Building Code of Australia Classification Class 5

Details of plans, documents or Certificates to which this Construction Certificate relates

- Tenancy Fitout Plan No 1 of 4 dated September 2007
- Tenancy Fitout Plan No 2 of 4 dated September 2007
- Tenancy Fitout Plan No 3 of 4 dated September 2007
- Tenancy Fitout Plan No 4 of 4 dated September 2007
- Building Specification

I hereby certify that the above plans, documents or Certificates satisfy

- The relevant provisions of the Building Code of Australia, and
- The relevant conditions of Development Consent No N0679/07

And, that work completed in accordance with the documentation accompanying the application for this certificate (and any modifications as verified by me and shown on that documentation) will comply with the requirements of the Environmental Planning and Assessment Regulation, referred to in section 81A(5) of the Environmental Planning and Assessment Act, 1979

Issued By: Tom Donohoe
Accreditation Number BP0096
Pittwater Council Consultant
Building Surveyor

Date of Endorsement: 17 January 2008

Note. You are reminded that pursuant to provisions of Clause 81A, you must nominate whether Council or an accredited certifier will be the principal certifying authority, also you must give notice to Council of your intention to commence work at least two days beforehand

Attachments

- Fire safety schedule (proposed)
- Fire safety schedule (existing)



Approved Construction Certificate CC0613/07

Fire Safety Schedule (Proposed)

Fire Safety Measure	Standard of Design and/or Installation
Automatic fire detection and alarm (modification of detector heads to suit new partition layout)	BCA2007, AS1670 1
Automatic fire suppression (modification of sprinkler heads to suit new partition layout)	BCA2007, AS2118 1
Emergency lighting	E4 2, BCA 2006, AS 2293 1
Exit signs	E4 5, E4 6, E4,8, BCA 2007 AS 2293 1

Approved Construction Certificate CC0613/07

Fire Safety Schedule (Existing)



ANNUAL FIRE SAFETY STATEMENT

Under Part 9 of the Environmental Planning and Assessment Regulation 2000

SITE DETAILS:

City/Municipality/Shire Of	PITTWATER COUNCIL
Building Name	PITTWATER PLACE
Street Address	10 PARK STREET
Suburb/City	MONA VALE
State/Postcode	NSW 2103
Owner's Name	Multiplex Property Services Pty Ltd C/- Centre Management 10 Park Street, Mona Vale NSW 2103
Date Of Assessment	15/06/2007

LIST OF ESSENTIAL / CRITICAL FIRE SAFETY MEASURES:

MEASURE	STANDARD OF PERFORMANCE	COMPLIANT
Access Panels, doors and hoppers to fire resisting shafts	BCA C3 13 & AS1905 1-1997	Yes
Automatic fail safe devices	BCA part C3 & D2 21	Yes
Automatic fire detection and alarm system	AS1670 1-1995	Yes
Automatic Fire Sprinkler System	BCA E1 5, Spec E1 5 & 2118 1-1999	Yes
Wall Wetting Sprinkler and Drencher System	C3.4	Yes
Emergency Lighting	AS2293 1-1998	Repairs Required
Exit Signs	AS2293 1-1998	Repairs Required
Fire Doors	AS1905 1-1997	Yes
Fire Hydrant Systems	AS2419 1-1994	Yes
Fire Seals	BCA Part C3 12, C3 15, Spec. C3 15	Yes
Hose reel System	AS2441-1998	Yes
Portable Fire Extinguishers	AS2444-1995	Yes
Warning & Operational Signs	EPA Act 2000	Yes
Fire Control Centres and Rooms	BCA E1 8 & Spec E1 8	Yes

I, DANIEL FOSTER of SYDNEY FIRE PROTECTION

At: U33/1A COULSON STREET, ERSKINVILLE NSW 2043

Certify that:

- (a) each essential fire safety measure specified in this statement has been assessed by a properly qualified person and was found, when it was assessed, to be capable of performing
 - (i) In the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - (ii) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule to a standard no less than that to which the measure was originally designed and implemented, and
- (b) the building has been inspected by a properly qualified person and was found, when it was inspected, to be in a condition that did not disclose any grounds for prosecution under Division 7 and
- (c) the information contained in this Certificate is to the best of my knowledge and belief, true and accurate



Signed

Date

14/09/2007



PITTWATER COUNCIL

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)

About this form

- 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

Who can complete this form?

- 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*

Applicant's Checklist

- 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 ☐

Payment of fees

- Critical Stage Inspection fees (refer to Part 6e of this form) must be paid at the time of booking the inspection
- Issue of Interim/Final Occupation Certificate fee (refer to Part 6e of this form), must be paid prior to release of the certificate to the applicant

Pittwater Council

Tel. (612) 9970 1111

Fax (612) 9970 7150

Mona Vale Customer Service

Village Park, 1 Park Street
MONA VALE NSW 2103

Avalon Customer Service

59A Old Barrenjoey Road
AVALON NSW 2108

Mailing Address

PO Box 882
MONA VALE NSW 1660

1 DEVELOPMENT INFORMATION

1a) DEVELOPMENT CONSENT

Development Application No N0679/07	Determination Date 6 November 2007
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1b) CONSTRUCTION CERTIFICATE

Construction Certificate No CC0613/07	Date of Issue 17 January 2007
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1c) DEVELOPMENT DETAILS

Type of Work ☐ New Building ☒ Additions / Alterations ☐ Subdivision	Brief description of development Fitout of existing Office space
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1d) SITE DETAILS

Unit/Suite C10 & C11	Street No 10	Street Park Street	
Suburb Mona Vale		Lot No	Deposit /Strata Plan

1e) VALUE OF PROPOSED DEVELOPMENT

Estimated value of proposed works \$20,000 00

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

2 APPLICANT DETAILS

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

Name (owner) Multiplex Pittwater Place Pty Ltd	
Postal Address	Phone (H/B) Mobile Email Fax

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

Name of Builder Advanced Partitions Pty Ltd

Phone 9970 5422

Contact person Mr John Russo

Mobile 0414 705 011

Address PO Box 58,
Narrabeen NSW 2101

Fax 9970 7618

Insurance Company

Insurance Certificate attached

Instrat Group – Imar
PO Box 500,
MULGRAVE VIC 3170

☐ 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

Office Use Only

- ☐ 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)



Office Use Only

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 must be paid at the time of requesting the inspection

Fee Scale current to 30 June 2008

Critical Stage or other Inspection and re-inspections, including Final	\$238	(Code HINR)
Issue of Interim Occupation Certificate	\$320	(Code FOCC)
Issue of Final Occupation Certificate	\$320	(Code FOCC)

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

Office Use Only

- ☐ 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



Office Use Only

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

Office Use Only

- ☐ Survey detailing building setbacks, reduced levels of floors & ridge by a registered surveyor
 - ☐ Shoring and support for adjoining premises and structures by a structural engineer
 - ☐ Contiguous piers or piling by a structural engineer
 - ☐ Underpinning works by a structural engineer
 - ☐ Structural engineering works by a structural engineer
 - ☐ Retaining walls by a structural engineer
 - ☐ Stormwater drainage works by a hydraulic engineer and surveyor
 - ☐ Landscaping works by the landscaper
 - ☐ Condition of trees by an Arborist
 - ✓ ☒ Mechanical ventilation by a mechanical engineer
 - ☐ Termite control and protection by a licensed pest controller
 - ☐ Waterproofing of wet areas by a licensed waterproofer or licensed builder
 - ✓ ☒ Installation of glazing by a licensed builder
 - ☐ Installation of smoke alarm systems by a licensed electrician
 - ☐ Completion of construction requirements in a bush fire prone area by a competent person
 - ☐ Completion of requirements listed in the BASIX Certificate by a competent person
 - ☐ Fire resisting construction systems by a competent person
 - ☐ Smoke hazard management systems by a competent person
 - ✓ ☒ Essential fire safety and other safety measures by a competent person (Form 15a)
 - ✓ ☒ Certification that new floor/wall lining materials comply with BCA Specification C1 10a
 - ☐ Installation of Waste Water Management System by a suitably qualified person
 - ☐ Installation of the inclined lift by a suitably qualified person
 - ☐ Installation of sound attenuation measures by an acoustic engineer
-
- Office Use Only

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, Home Owners Warranty Insurance Certificate or Owner/Builders Permit or Statement has been provided where necessary 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	

15 January 2008

**SPECIFICATION TO ADDRESS IDENTIFIED ISSUES WITH RESPECT TO
CONSTRUCTION CERTIFICATE APPLICATION FOR
SUITE C10 & C11, 10 PARK ST, MONA VALE**

B1.3 Materials and Forms of Construction

Glazed doors will comply with AS1288

C1 10 Fire Hazard Properties

All new materials used in the fitout will have required fire hazard properties in line with the Building Code of Australia

Carpet is existing and will be retained, compliance is the responsibility of the landlord

C3.15 Openings for Service Installations

There are no new service penetrations of the fire rated floor Drainage and plumbing services are existing Electrical installation will be via the suspended ceiling and will not compromise the wall to the stair

D1.6 Dimensions of exits

1m travel path will be provided between the tea room partition and the adjoining workstation

D2.21 Operation of latches

All new doors in the path of travel will have single handed downward action latch devices openable without a key from the inside

The doorway into the tenancy from the corridor is the landlord's property and compliance is his responsibility

D3 2 Access for people with disabilities

Main entry door is approx 950 mm clear width but in any case compliance is the responsibility of the landlord

Internal doors will achieve 800 mm clear with door leaf width of at least 870 mm

Corridor outside Office 2 will be provided with 1 2 m clear width

Gap between door in Office 1 and change in direction of adjoining partition will be 470 mm to comply with AS1428

E1 5 Sprinklers

Existing sprinkler heads will be modified as required to suit the new partition layout and AS2118

E2.2 Smoke Hazard Management

Existing smoke detection system will be modified as required to suit new partition layout and AS1670 1

E4.5 Exit signs

Exit signs will be provided in accordance with AS/NZS2293-1

CITY OF MONA VALE COUNCIL CONSTRUCTION CERTIFICATE	
Number	CC 0613(07)
This is a copy of submitted plans, documents or Certificates associated with the issue of the Construction Certificate	
Issued by	AM CTMA

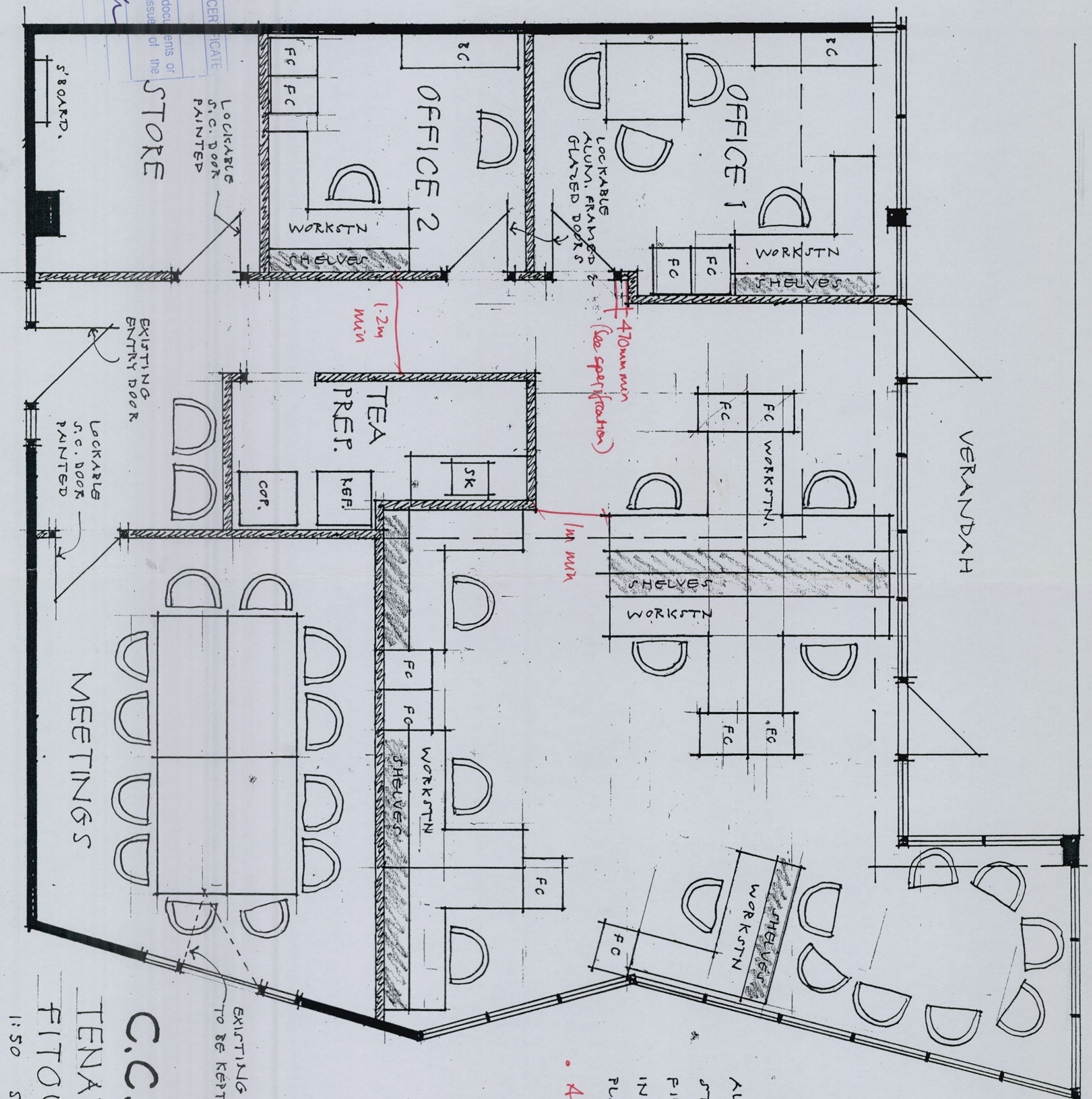
18 JAN 2008

COPY

STAIRS/
VOID

ALL WALLS TO BE STEEL
STUD FRAMED, VOID
FILLED WITH ACOUSTIC
INSULATION, AND
PLASTERBOARD LINED.

All doors to be 870mm leaf



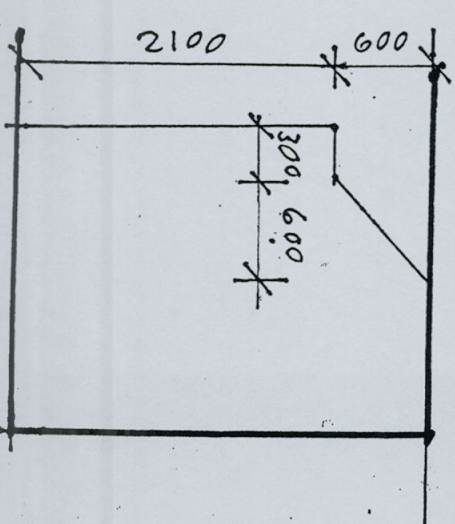
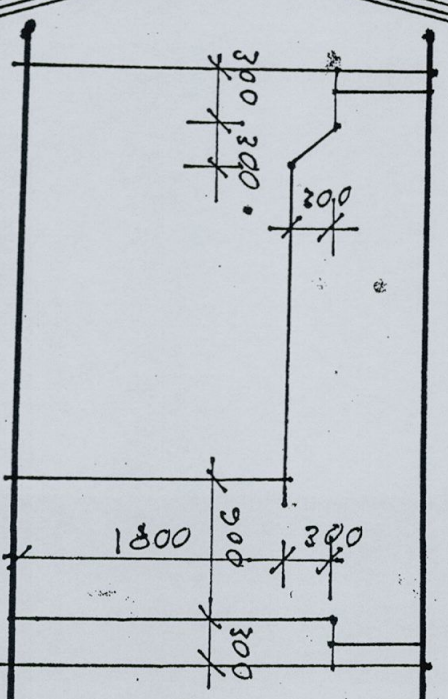
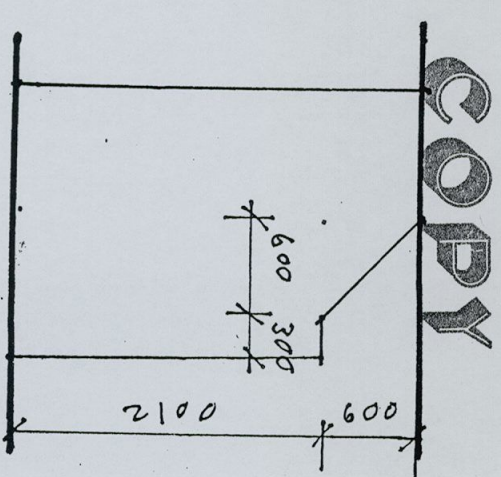
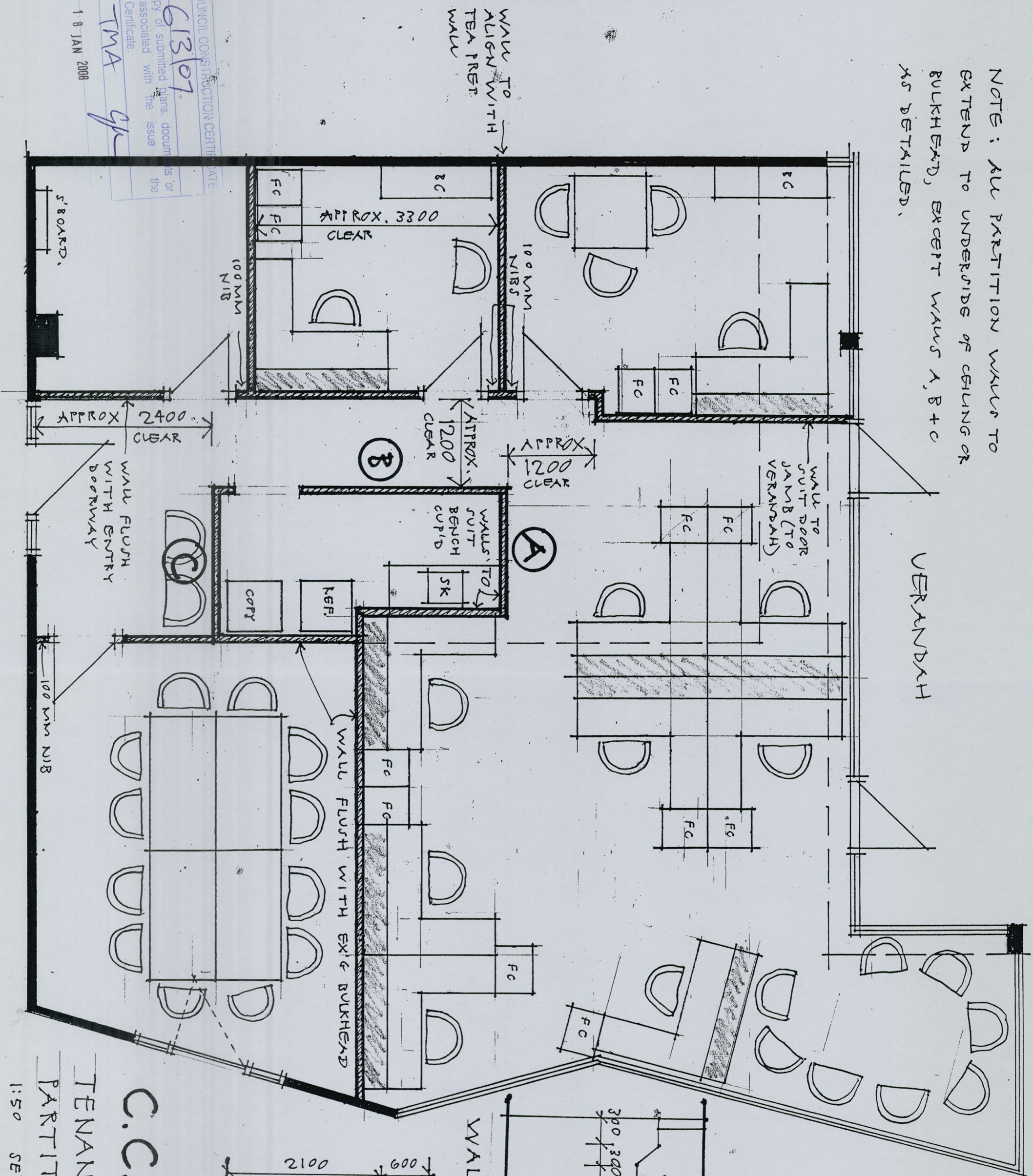
C.C.N.B. (INC.)

TENANCY C10-C11

FITOUT 10F-4

1:50 SEPT. 2007

NOTE: ALL PARTITION WALLS TO
EXTEND TO UNDERSIDE OF CEILING OR
BULKHEAD, EXCEPT WALLS A, B + C
AS DETAILED.



C.C.N.B. (inc)

TENANCY C10 - C11

PARTITION SETOUT

1:50 SEPT 2007

2 OF 4

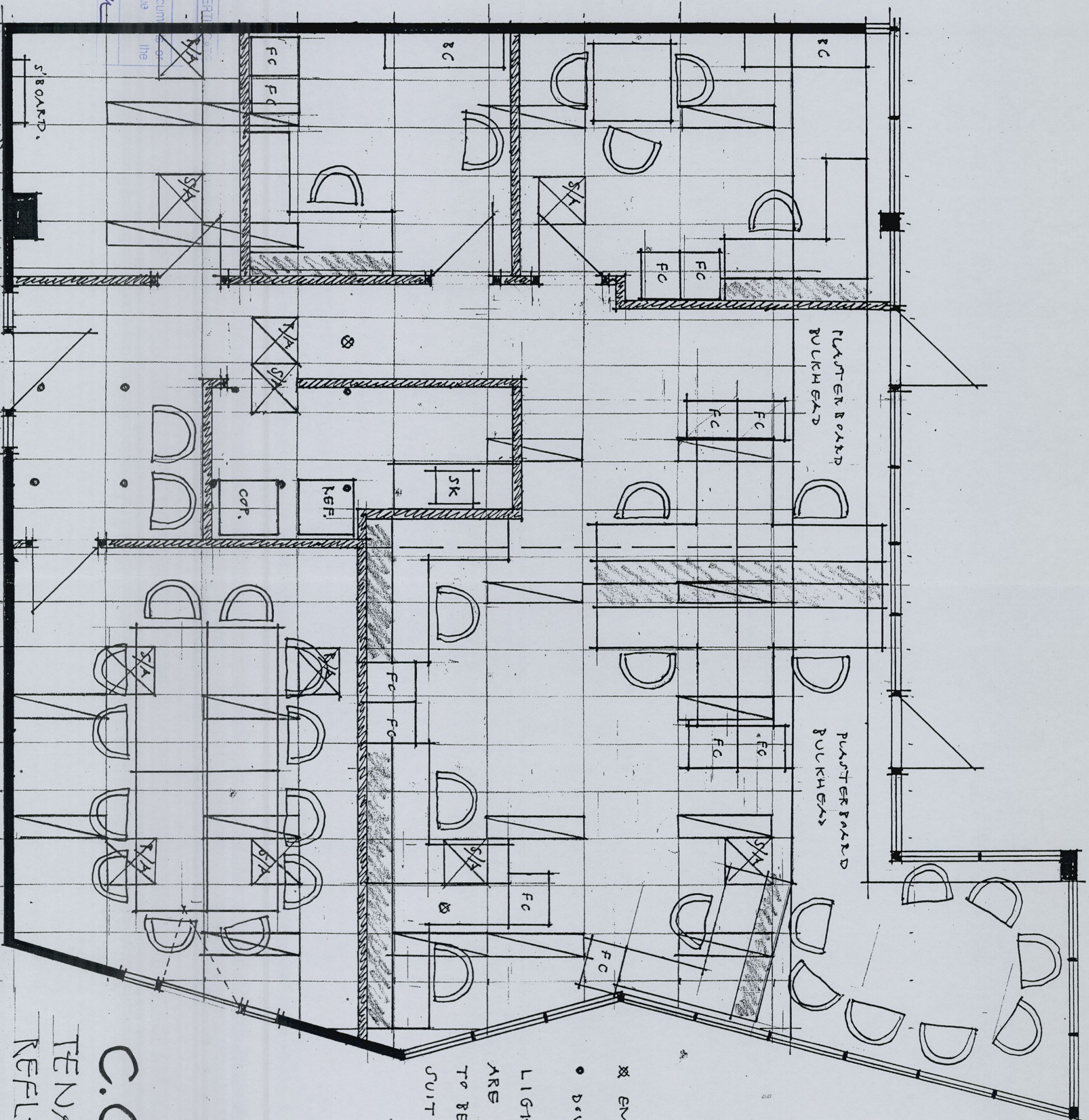
PITTSBURGH COUNCIL CONSTRUCTION CERTIFICATE

Number: CC 613107

This is a copy of submitted plans, documents or Certificates associated with the issue of the Construction Certificate.

Endorsed by: TMA gpc

Date: 1-8 JAN 2008



~~EMERGENCY~~ LIBRARY (EX'G)

• DEWLIGHTS (EXISTING)

LIGHTS & A.C. REGISTERS
ARE SHOWN AS EXISTING;
TO BE REPOSITIONED TO
SUIT PARTITION LAYOUT

C.C.Z.B.(176)

TENANCY CIO-C11

REFLECTED CEILING

1:50 SEPT. 2007

430 W

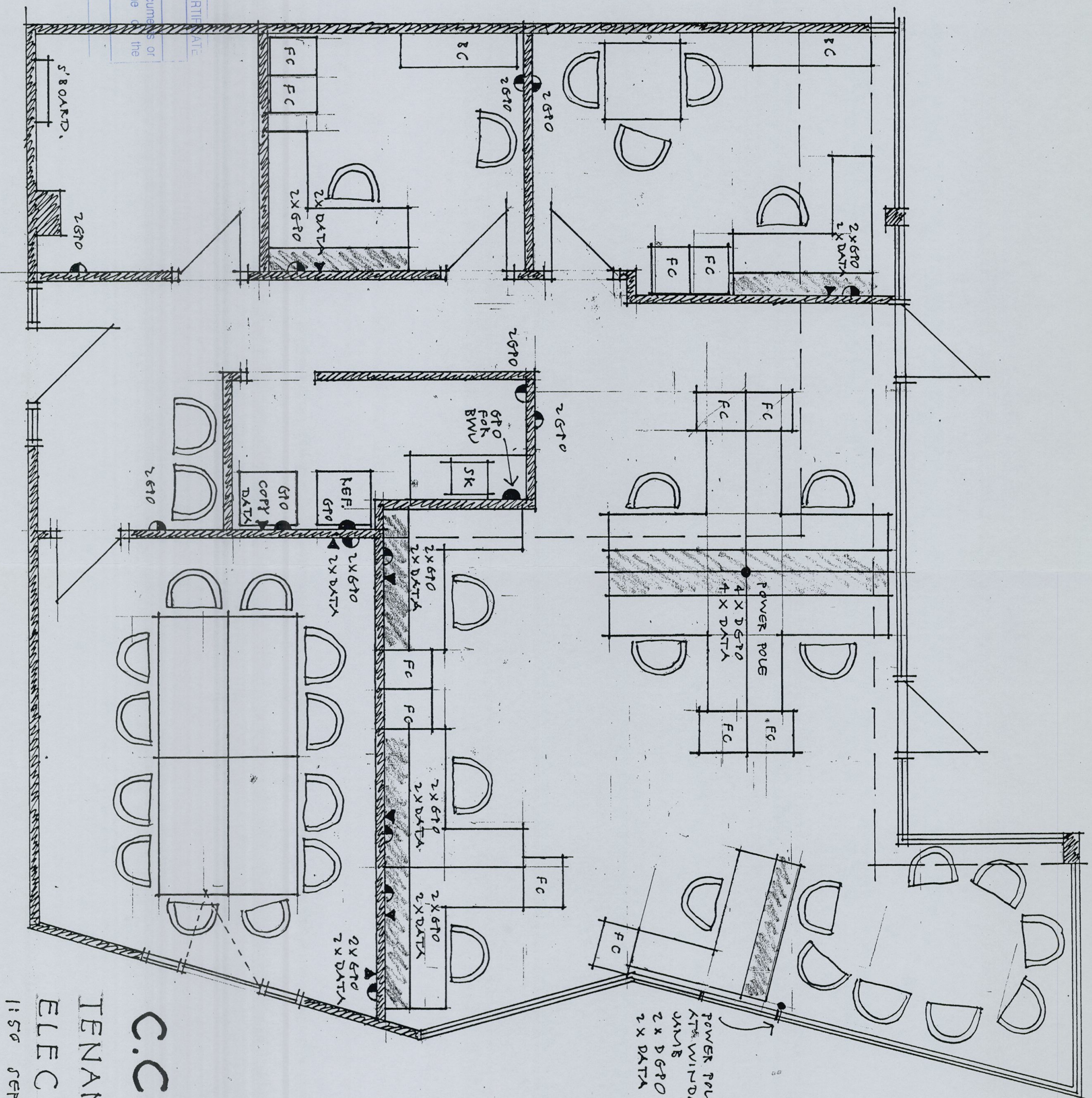
[illegible]

Number: CC 613/07

This is a copy of submitted plans, document Certificates associated with the issue Construction Certificate.

Endorsed by: TMA

Date: 18 JAN 2008



PITTSBURGH WATER COUNCIL CONSTRUCTION CERTIFICATE

Number: CC

This is a copy of submitted plans, documents or the Certificates associated with the issue of the Construction Certificate.

Date: 18 JAN 2008

C.C.N.B. (INC)
TENANCY CIO-C11
ELECTRICAL
1150 SEPT 2007
4 of 4