



Warringah Council

Principal Certifying Authority (PCA) Form

Notice of commencement building or subdivision works & appointment of
Principal Certifying Authority

Address the application to:

- ☐ The General Manager
Warringah Council
DX 9118 Dee Why
- ☐ Customer Service Centre
Warringah Council
Civic Centre, 725 Pittwater Road
Dee Why NSW 2099

If you need help lodging your application:

- ☐ Phone our Customer Service Centre
on (02) 9942 2111 or;
- ☐ Come in and talk to us

Office Use Only

SCANNED - DW
12 JUN 2008

June 07

PLEASE NOTE

This form can be used to notify Warringah Council that:

- ☐ you have appointed a Principal Certifying Authority (PCA); and
- ☐ you intend to commence building or subdivision work.
- ☐ accredited persons can use any form provided it includes information required by the EPA Act and regulations.
- ☐ all sections must be completed (N/A if not applicable)

NOTE: Works cannot start until this form is received by Warringah Council.

PART 1 Application and site details

1. Applicant

It is important that we are able
to contact you if we need more
information.

Please give us as much detail as
possible.

Please note the owner or the person
having the benefit of the Development
Consent is to complete this form.

Your Builder cannot complete this
form as per recent changes to the
Act 109E.

Mr ☒

Mrs ☒

Ms ☐

Other ☐

Full Family name (no initials)
(or Company)

HUNTLEY

Full Given names (no initials)
(or A.C.N)

IAN & JENNIFER

Postal address

We will post all letters to this address

4 KEEGAN PL

FORESTVILLE

Post Code 2087

Phone ()

Alternate ()

Mobile 0412 262 163

Facsimile ()

Contact Person IAN HUNTLEY

Person who may be contacted to discuss the application during business hours

2. Land to be developed

We need this to correctly identify
the land.

Unit No.

House No. 4

Street KEEGAN PL

Suburb

FORESTVILLE

Lot No, DP/MPS etc
vol/fol area of site (m²)

LOT 7, DP 220075

These details are shown on your rate notices, property deeds, etc

3. Work proposed

Please tick appropriate box.
Please provide a brief description of
the work to be carried out.

Type

Building ☐

Subdivision ☐

DEMOLITION OF EXISTING
STRUCTURES.

PART 2 Development Details

1. Development approvals granted

Provide specific application/approval numbers relevant to the subject development.

Development Application No.

DA 2008/0290

Date consent was granted

19 MARCH 2008

And Construction Certificate No.

Date certificate was issued

Or Complying Development Certificate No.

Date certificate was issued

2. Appointment of PCA

Please tick the appropriate box

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 PCA

WARRINGHAM COUNCIL

Where other than Council:

Address of PCA

Phone (not mobile) of PCA

Mobile of PCA

Facsimile of PCA

Where the PCA is an accredited certifier

Accreditation body of the certifier

Accreditation no. of the certifier

3. Residential building work

Please tick the appropriate box.

Please Note:

Where an owner/builder engages any sub-contractor for any work component exceeding \$12,000 in cost, a contract of insurance pursuant to Part 6 of the Home Building Act must be in force for each component.

Are you going to build a house or other dwelling or alter or add to a dwelling?

Yes ☐

No ☒ (Go directly to Part 2 4d Commencement date)

Are you an owner/builder? (The work must be carried out by a licensed builder)

Yes ☐

No ☒

If yes – What is your owner/builder permit no?
(A certified copy must be attached)
(go directly to Part 2 4d Commencement date)

If no – what is the name of the builder?

What is his/her phone no?

What is his/her contractor licence no?

Have you attached evidence (a certificate of a contract of insurance pursuant to Part 6 of the Home Building Act) that the licensed builder is insured to carry out this type of work?

Yes ☒

No ☐

(If no, you must attach a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$12,000).

PART 2 Development Details (con't)

D. Commencement date

Date the work will commence: 20TH JUNE 2008

Please tick the appropriate box.

Minimum notice of two full working days (48 hours) is required to be given under the Environmental Planning and Assessment Act, 1979. Note: This notice period is to begin from the next working day and is not to include the day on which the form is submitted to Warringah Council.

PART 3 Checklist

1. Checklist

Please tick the appropriate box.

Have you met all relevant conditions?

Yes ☒

No ☐

Have you paid all relevant fees associated for your consent?

Yes ☒

No ☐

This includes long service levy, inspections, S94 contributions and bonds (if applicable)

One of the following must be attached

Current copy of owner builder permit?

Yes ☐

No ☒

Builders insurance for residential works > \$12,000?

Yes ☐

No ☒

Quote from builders for costs of works < \$12,000?

Yes ☒

No ☐

PART 4 Declarations

1. Principal certifying authority declaration

I acknowledge that, in this case of residential building work, that I have seen evidence that a contract of insurance is in place pursuant to Part 6 of the Home Building Act 1989 and I have seen evidence that the builder is licensed or that I have seen evidence that the building works are to be undertaken by a person with an owner/builder permit.

I acknowledge that I have been appointed by the applicant to carry out the role of the PCA for this development.

I acknowledge that all conditions of the development consent that are required to be satisfied prior to the work beginning, have been satisfied, including that all relevant fees, charges and contributions have been paid.

Name (please print)

Applicant Signature

Date / /

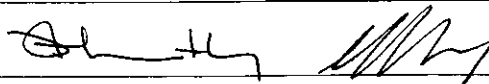
2. Owner's Signature

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

Name (if you are not the owner, please print)

If you are not the owner, in what capacity are you signing, and attach documentation, from the owner, substantiating that you are the owner's agent.

Owner's Signature



Date 6/6/08

PART 5 Policy

1. Privacy policy

The information that you provide in this notice is required under the Environmental Planning and Assessment Act 1979 if you are going to erect a building or carry out subdivision work.

If you do not provide the information to Warringah Council, you cannot begin the work.

The information in this form will be held by Warringah Council. Please contact Warringah Council if the information you have provided is incorrect or changes in the future.

Office Use Only - Part A*

Receipt No:
Property No:
C R No:
Notes Number:
Permit No:
Date: Rang:
Level No:

Cashier Type 6190:
Picked Up:
Receiving Officer:
Posted:
Inspection by:
Spoke to: Time: pm/am
Total Amount Payable: \$

***Part A is a universal section, please use applicable boxes only**

Credit Card Details - Council Payment Fax No: 9942 2606

Please charge my: American Express ☐ Master Card ☐ Visa ☐

Card Number: Expiry Date /

Card Holders Name Amount \$

Signature Phone () daytime

Please note that all Credit Card payments are subject to a 1% service fee.