



Land Owner/s Form

This form contains:

- PCA Service Agreement
- Owners Consent
- Appointment of Principal Certifying Authority (PCA)
- Notice to Commence Building Work

Issued under Environmental Planning and Assessment Act 1979 in accordance with Sections 81A(2), 86(1) and 109E

An important note to the owner/s

- All land owners must sign this form
- It is the owners responsibility to make the necessary arrangements for the principal contractor (builder) to contact us for all "critical stage inspections" (see back page of this form for details)
- An occupation certificate is mandatory prior to the occupation or use of a new building. Fines may apply for non-compliance.
- An occupation certificate cannot be issued unless all "critical stage inspections" have been carried out by a certifying authority (PCA, Accredited Certifier or Council)

Privacy Policy – The information you provide in this form will enable your appointment of Principal Certifying Authority (PCA) under the Environmental Planning and Assessment Act 1979. If the information is not provided, the appointment may not be accepted. The form can potentially be viewed by members of the public. Please contact Greenfield Accredited Certifiers if the information you have provided in your application is incorrect or requires modification.

R Moy & Associates Pty Ltd
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Trading as
Greenfield Accredited Certifiers

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PCA SERVICE AGREEMENT

Scope of services

Private certification is subject to specific statutory requirements for both the PCA and its appointee. The provision of services is limited to those works described by you on this form which is to be formally lodged with Greenfield Accredited Certifiers in accordance with the Environmental Planning & Assessment Act 1979, Regulations and Amendments. The PCA is required by legislation to be satisfied of certain prescribed matters and is required to enforce such requirements where non-compliance becomes known.

Terms & conditions of appointment of PCA

Greenfield Accredited Certifiers will only accept the appointment of one of its staff as the PCA for proposed building works as stated on this form where:

1. All information stated on this form, plan, certificate or document submitted in relation to the proposed building work is correct and accurate in its entirety,
2. Building work has not commenced at the time the PCA consents to the appointment,
3. Details of the principal contractor and the required insurance under the Home Building Act 1989, or details of the owner-builder and any permits required under the Act have been supplied to our office in writing, whichever is relevant,
4. Building work will not commence until you have been advised the PCA has consented to the appointment and a valid Construction Certificate or Complying Development Certificate has been issued,
5. You must contact the PCA at the "critical stage inspections" or make arrangements for the principal contractor to do this on your behalf, as advised by the PCA, during the construction phase of the project by providing at least 48 hours written notice,
6. Building works are to be carried out in accordance with the current development consent and building approval, or you must inform the PCA in writing where you intend to depart from the current development consent as soon as the intention arises,
7. You acknowledge the PCA and Greenfield Accredited Certifiers will not be liable for any damages or losses suffered by any other party as a result of carrying out its duties or responsibilities as a PCA under the EP&A Act and Regulations,
8. You acknowledge that an occupation certificate is mandatory and cannot be issued unless all critical stage inspections have been successfully carried out by the PCA or another certifying authority. Fines may apply to an occupier of a new building without an occupation certificate.

Prior to the appointment of PCA

You must ensure that you have filled in this form correctly and entirely (except where it states "Office use only"). The form must be signed by ALL land owners of the site where building work is proposed. You must also arrange for the relevant information as stated in condition number 3 in the Terms & Conditions to be forwarded to our office.

After appointment of PCA

A Construction Certificate or Complying Development Certificate may be issued to the "Applicant" as stated on the approved Application Form.

During Construction Phase

It is your responsibility as the appointee of the PCA to contact or arrange contact with the PCA at the critical stage inspections, or any other inspection stage as specified in this agreement (refer to last page for details). Failure to do so may result in the inability of the PCA to issue an occupation certificate. The legislation provides that the PCA must be given at least 48 hours notice to carry out the inspection.

Finalisation of Building Work

The PCA may issue an occupation certificate where he/she is satisfied as to certain prescribed matters. Where an occupation certificate cannot be issued, the applicant will be notified and advised as to the action required to enable issue of occupation certificate.

Enforcement

The legislation requires the PCA to enforce compliance with the current development consent and building approval. Where non-compliance is not rectified within a reasonable time the PCA may issue a Notice of Intention To Serve an Order and the Consent Authority will be notified. Council has the discretion to take or not take action in the capacity of the consent authority.

Fees for services rendered

The applicant for a Construction Certificate or Complying Development Certificate will be advised of our fees for services rendered by way of written quote or long term service arrangement. The applicant will be liable for these costs unless otherwise specifically stated on the application form.

OWNERS CONSENT

As the owner/s of the land specified on this form, I/we hereby consent to the following:

1. I/we authorise an application to Greenfield Accredited Certifiers for a construction certificate or a complying development certificate (whichever is relevant) and occupation certificate by the principal contractor nominated on this form,
2. I/we authorise the appointment of an employee of Greenfield Accredited Certifiers as the Principal Certifying Authority (PCA) and consent to the transfer of PCA to another employee if the original PCA ceases employment with Greenfield Accredited Certifiers for any reason or becomes unable to fulfil their duties as the PCA,
3. I/we authorise the right of entry for any certifying authority arranged by Greenfield Accredited Certifiers to carry out inspections required by the PCA under this agreement.

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY AND NOTICE TO COMMENCE BUILDING WORK

1. IDENTIFY THE LAND YOU PROPOSE TO DEVELOP

Site Address	No. 4A Orana Road Mona Vale NSW		Postcode	2103
Lot no.	30	DP/SP no.	6195	
Council Area	Pittwater Council			

2. DESCRIPTION OF BUILDING WORKS

Description of proposed building works	Single Dwelling
Intended commencement date of building work	13/6/2005 JANUARY 2006

3. BUILDER INFORMATION

Please tick one (1) of the following options and complete table for that option:

☒ **Licensed Builder:** I will be using a licensed builder for the project described above:

Name of Builder/Principal Contractor	Kislovic Homes Pty Ltd
Builder License Number	43324
Builder Telephone Number	(02) 9725-5833
Builder Address	17 Elizabeth Street, Wetherill Park

NB: Part 6 of the Home Building Act 1989 may require your licensed builder to arrange Home Owners Warranty insurance prior to the commencement of building works. Insurance is generally required for building contracts valued over \$12,000 except for commercial, industrial or high-rise residential development.

☐ **Unlicensed Builder:** I will not be engaging a licensed builder because (please select one):

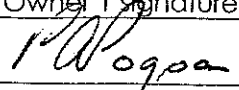
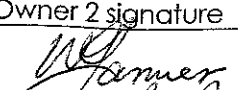
- ☐ The value of building works is less than \$5,000 or the building works are commercial or industrial development – owner builder permit not required.
- ☐ I will be carrying out the building works as an owner builder under the Home Building Act 1989 – please forward copy of owner builder permit to our office.

Name of Builder or Owner Builder	
Owner Builder Permit Number, if req'd	
Builder Telephone Number	
Builder / Owner Builder Address	

NB: The Home Building Act 1989 may require the owner to obtain an owner builder permit prior to the commencement of building work. Owner Builder permits are generally required for building works valued over \$5,000 except for commercial or industrial development.

4. DETAILS OF OWNER/S (all owners must sign)

Full Name of Owner 1	Print	Mr Wayne Garnier
Full Name of Owner 2	Print	Mrs Ann Pogson
Postal Address of Owner 1	68 Barronjoey Road, Mona Vale NSW 2103	
Postal Address of Owner 2 if different		

Owner 1 signature	Owner 2 signature
X 	X 
Dated: 6.7.05	Dated: 6/7/05

You may attach a separate page if there are more than 2 owners.

CRITICAL STAGE INSPECTIONS (TO COMPLETED BY PCA ONLY)

The owner or the principal contractor must contact our office at least 48 hours prior to the following stages as indicated below.

BCA Class of Building	PCA to tick if relevant	Critical stages
☒ Class 1 ☐ Class 10	☒ ☒ ☒ ☒ ☒ ☒ ☒	1. Commencement of building work 2. Prior to placement of footings after excavation* 3. Prior to pouring reinforced concrete building element* 4. Prior to covering any stormwater drainage connections 5. Prior to covering floor, wall and roof framework 6. Prior to covering waterproofing of any wet areas 7. Completion of building work
☐ Class 2 ☐ Class 3 ☐ Class 4	☐ ☐ ☐	1. Commencement of building work 2. Prior to covering any stormwater drainage connections 3. Prior to covering waterproofing for min 10% of wet areas 4. Completion of building work
☐ Class 5 ☐ Class 6 ☐ Class 7 ☐ Class 8 ☐ Class 9	☐ ☐ ☐	1. Commencement of building work 2. Prior to covering any stormwater drainage connections 3. Completion of building work

***You will need to arrange for an engineer accredited under IEAust Accreditation Scheme to carry out these inspections unless otherwise specified on your quote or PCA package.**

PCA to state any other inspections which are required:

☐	☐
☐	☐

DETAILS OF PCA (OFFICE USE ONLY)

DA No: N0066/05	Date of DA consent: 28.4.05
CC No: 2005-5766	Date of CC issue: 21.3.06
CDC No:	Date CDC issue:
Earliest date building work can commence	24.3.06
Name of PCA	Rick May
PCA Accreditation No	2061
Address of PCA	34/7 Carrington Rd, Castle Hill NSW 2154
PCA Telephone No	1300 663 215
Accreditation Body	DIPNR - 20 Lee St, Sydney NSW 2000

I consent to the appointment as Principal Certifying Authority (PCA) as at the date of signing below.

Signature of PCA 	Date 21.3.06
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