



HOLROYD CITY COUNCIL
ENVIRONMENTAL PLANNING & ASSESSMENT ACT, 1979

NOTICE OF

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY **AND/OR** **NOTICE OF COMMENCEMENT OF WORK (SEE OVER)**

DESCRIPTION OF DEVELOPMENT

<input type="checkbox"/> Building	Description of Work	Development Consent/ Complying Development Certificate No.	Date of Issue
<input type="checkbox"/> Subdivision			
Lot No.	DP No.	House No.	Street

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)

Owner/Person having benefit of Development or Complying Development Certificate

Mr/Mrs Miss/Ms	Surname	Given Names	
Address		Post Code	Telephone – Business Hours

As the owner/person having the benefit of the abovementioned Development Consent or Complying Development Certificate I/We appoint: Holroyd City Council **OR**
 Accredited Certifier (Complete information below)
as the Principal Certifying Authority.

Signature: _____ Date: _____

NOTE: Any contractor, builder or other person who will carry out the work cannot appoint the Principal Certifying Authority unless that person is the owner of the land.

ACCREDITED CERTIFIER DETAILS

Mr/Mrs/ Miss/Ms	Surname	Given Names	
Address		Post Code	Telephone- Business Hours
Fascimile No.	Mobile No.	Email:	
Name of Accreditation Body			Accreditation No.
I, the abovenamed Accredited Certifier signify that my aforementioned details are correct and consent to being appointed as Principal Certifying Authority for this development			
Signature: _____		Date: _____	

The approved Construction Certificate/Complying Development Certificate together with all associated Documentation is attached herewith **The Construction Certificate/Complying Development Certificate is yet to be approved and will be given to Council within 2 business days of issue**

NOTICE OF COMMENCEMENT

Owner/Person having benefit of Development Consent or Complying Development Certificate

Mr/Mrs Miss/Ms	Surname	Given Names	
Address		Post Code	Telephone – Business Hours

I, the owner/person having the benefit of the aforementioned Development Consent or Complying Development Certificate, notify Holroyd City Council as Consent Authority that works on the site are scheduled to start on:

Date: _____

Note: This date is to be no sooner than 2 business days after this Notice has been given to Holroyd City Council.

In giving this Notice: I have:

- Appointed a Principal Certifying Authority and completed relevant documentation in that regard
- Have appointed a Principal Contractor (Builder) as detailed below.

Principal Contractor Details

Surname:		Given Names
Address:	Post Code	Contractor Licence No.
Telephone No. (Working Hours)		Telephone No. (Outside Working Hours)

NOTE: Legislation requires that the Principal Contractor supplies a telephone number on which he/she may be contacted at any time (including out of hours) for business purposes.

HOME BUILDERS ACT 1989 REQUIREMENTS

Name of Insurer by which works is insured	Policy No.
Copy of Insurance Policy to be attached to this Form	

OR

- I will carry out the building work as an owner/builder

Name of Owner/Builder	Owner/Builder Permit No.
Copy of Owner/Builder Permit to be attached to this Form	

- I/We have been notified by the Principal Certifying Authority of all critical stage and other inspections that are to be carried out in respect of the work.
- I/We have notified the Principal Contractor of all critical stage and other inspections that are to be carried out in respect of the work.

Signature: * _____

Date: _____

* Signature of Owner/person having benefit of the Development Consent or Complying Development Certificate