

Commencement Notice for Building or Subdivision Work and Appointment of Principal Certifier

Under section 6.6 (2) of the *Environmental Planning and Assessment Act 1979*

Guidance

Use this form to give notice to Council that building work or subdivision work is about to commence and, if relevant, you may also use this form to appoint Council as the Principal Certifier (PC), if you have not already done so.

Notice must be given to Council at least two days before work is commenced.

1. Application Type

- ☐ Notice of commencement of building work
- ☐ Notice of commencement of subdivision work
- ☐ Request to appoint Council as the PC
- ☐ The PC is Council and I have provided a Contract for Certification Work

2. Approved Development

Approved Development Consent (DA) **OR**
Complying Development Certificate (CDC) number

Date Approved

Description of the work

Has a Construction Certificate (CC) or Subdivision Works Certificate (SWC) been issued?

Yes ☐ No ☐

If yes, CC / SWC number

Date Issued

3. Applicant Details

Title

Given Name/s

Family Name

Organisation Name / Company Name (if applicable)

Position in Company (if applicable)

Address

Preferred contact number

Email

4. Development Site Details

Lot No / Section (where relevant) / DP No

Address

5. Commencement Date

Date work is due to commence:

6. Principal Certifier (PC)

Have you appointed Council as the PC for the purposes of conducting inspections and issuing compliance certificates (where required), occupation or subdivision certificates?

Yes ☐ No ☐

If No, do you wish to appoint Council as the PC?

Yes ☐ No ☐

If Yes, please submit the Contract for Certification Work with this application and provide a copy of the receipt for the Occupation Certificate fees.

7. Home Building Act Requirements

Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the PC for the development to which the work relates:

(a) in the case of work to be done by a licensee under that Act:

- (i). has been informed in writing of the licensee's name and contractor licence number; and
- (ii). is satisfied that the licensee has complied with the requirements of Part 6 of that Act.

A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.

(b) in the case of work to be done by any other person;

- (i). the PC has been informed in writing of the person's name and owner-builder permit number, or
- (ii). has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act.

If the PC is Council and the above requirements were not satisfied at the time of issue of the construction certificate, attach information as specified in (a) (ii) or (b) (ii) above and provide the following information:

Licencee's Name

Address

Contractor Licence number

Owner-Builder Permit number

8. Registered Owner / Agent details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application. I/we hereby permit any duly authorised officer of Shellharbour City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner / Agent signature:

Date:

Owner / Agent Name (printed):

Owner / Agent signature:

Date:

Owner / Agent Name (printed):

9. Applicant's declaration

I give notice to Council in accordance with the information and in the manner provided in this form.
I declare that all information relating to this notice is, to the best of my knowledge, true and correct,
I declare that I am the owner of the property described or, if not the owner, I am the holder of a valid development consent or complying development certificate for the development and I am entitled to appoint a PC for the works.
When Council is appointed as the PC at Section 6, I acknowledge this application is deemed an application for an Occupation Certificate under the Environmental Planning and Assessment Regulation 2000.
I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.
I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies.
The landowner has been advised accordingly.

Applicant signature:

Date:

10. Important Information

Public Access to Information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- The plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be constructed; or
- Commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4221 6111.

For more information, please see our Privacy Management plan on our website www.shellharbour.nsw.gov.au. Information leaflets are also available at all offices and libraries.

Lodgement Details

You can lodge the completed application and contract by:

Email: council@shellharbour.nsw.gov.au

In Person Council's Civic Centre at 76 Cygnet Avenue, Shellharbour City Centre