



This form is to appoint Edward River Council as the Principal Certifying Authority (PCA), where you have previously obtained either a Construction Certificate or a Complying Development Certificate from Edward River Council but not appointed a PCA. **You must have applied for either a Development Consent and Construction Certificate or a Complying Development Certificate before completing this form.**

Address this application to: The General Manager, Edward River Council		Contact us	
Mail PO Box 270 Deniliquin NSW 2710	Personal Delivery 180 Cressy Street Deniliquin NSW 2710	Phone Fax Email	03 5898 3000 03 5898 3029 council@edwardriver.nsw.gov.au

1. Applicant (Appointer) Details
Only the owner or person having the benefit of the Construction Certificate or Complying Development Certificate can appoint a Principal Certifying Authority. The builder, contractor or any other person who will carry out work cannot appoint the Principal Certifying Authority unless that person is the owner of the land.

Applicant Name			
Address			
Phone		Email	

2. Location of Proposed Development

Street Number		Street	
Town		Site Area m ²	
Lot/DPs numbers			

3. Description of Proposed Development

This PCA appointment applies to	<input type="checkbox"/> Building Work	<input type="checkbox"/> Subdivision Work
Description of the approved works		

Development Consent Number	
Construction Certificate Number	
Complying Development Certificate Number	

4. Appointer's Declaration

As the owner or person having the benefit of the Construction Certificate or Complying Development Certificate stated on this form, I appoint the Edward River Council as the Principal Certifying Authority.

- I declare that all the information provided in this application is, to the best of my knowledge, true and correct.
- I understand that I am entering into a contract with Council as required by section 73A of the Building Professionals Act 2005.
- I agree to appoint Edward River Council to carry out all necessary certification work relevant or related to the development.
- I agree to the terms and conditions as set out in Schedule 1.

Signature:	Date	
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5. Council Agreement

Council agrees to provide Principal Certifying Authority services as indicated in Schedule 1, to issue compliance certificates and occupation certificates as appropriate and to conduct inspections as required for the approved works.

Signature:	Date	
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SCHEDULE 1

OBLIGATIONS OF THE CLIENT/APPLICANT

The client shall:

- Not engage any other Principal Certifying Authority once Council has been appointed the Principal Certifying Authority without first notifying Council in writing in accordance with the requirements of the Environmental Planning and Assessment Act 1979.
- Use competent licensed trades persons for all aspects of the building work.
- Provide Council with all relevant drawings, plans, specification and documentation associated with the development consent/complying development certificate/construction certificate including - Structural engineers details for all footings, slabs and structural steelwork; - Bracing and tie-down details as required by the National Timber Framing Code of AS1684, prior to frame inspection.
- Provide all information that the client can obtain to enable Council to fulfil its obligations.
- Ensure stamped copies of the approved plans are on site at all times.
- Provide Council with Notice of Commencement two days prior to work commencing.
- Ensure that the site complies with all relevant work health and safety legislation and that access to the site is not inhibited in any way to the Council for the purposes of undertaking inspections.
- Accept responsibility to ensure that its Agents are aware of the necessity for the inspection to be carried out prior to covering/concealing work and where the inspections find that the project has deficiencies that all necessary steps are taken to ensure that the rectification works are undertaken to allow the project to continue.
- Agree to make payment of fees where re-inspection is required, at the rate set by Council's Fees and Charges prior to Council conducting further scheduled inspections or issue of an Occupation Certificate and accepts responsibility to ensure that the building is not occupied prior to Council conducting a satisfactory final inspection and issuing an Occupation Certificate.
- Agree to comply with the provisions of the attached schedules for the purposes of standards of construction and submission of certificates.
- That inspections as listed below are undertaken by the Principal Certifying Authority for the purposes of satisfying itself that during stages of the construction the nominated work is being completed in accordance with the approved development consent, construction certificate or complying development certificate, the Building Code of Australia and associated legislation.
- Agree that they or their agent will give Council not less than forty-eight (48) hours prior notice for each inspection and that the work will not be covered until the inspection has been carried out and the work passed by Council.

OBLIGATIONS OF COUNCIL

Issuing the Construction Certificate/Complying Development Certificate

- 1 Council shall issue a construction certificate/complying development certificate where appropriate:
 - Once all the fees have been paid;
 - Conditions of development consent required to be satisfied prior to issue of the construction certificate have been satisfied;
 - Submitted plans and specifications indicate that the design and construction of the proposed building complies with the development consent and the regulations; and
 - Submitted plans and specifications indicate compliance with the Building Code of Australia.
- 2 Inspections
Council shall nominate the specific inspections required for the development and notify the applicant with the Notice of Determination. Council shall carry out as many inspections as it considers necessary in addition to these nominated in the inspection schedule, to satisfy itself that the development complies with approved plans and conditions of development consent.

Where works have been found to be incomplete or non-compliant, additional inspections may be charged to the client/applicant at the rate nominated in Council's Management Plan.

SCHEDULE OF REQUIRED CRITICAL STAGE INSPECTIONS

The following mandatory 'critical stage' inspections must be carried out in addition to any other inspections specified within the development consent.

Class 1 or 10 Buildings

- 1 After excavation for and prior to the placement of any footings;
- 2 Prior to pouring any in-situ reinforced concrete building element;
- 3 Prior to covering the framework for any floor, wall, roof or other building element;
- 4 Prior to covering waterproofing in any wet area;
- 5 Prior to covering the stormwater drainage connections;
- 6 After the building work has been completed and prior to any occupation certificate being issued in relation to the building; and/or
- 7 In the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pool Act 1992) has been erected and before the pool is filled with water.

Class 2, 3 or 4 Buildings

- 1 After excavation for, and before the placement of any footings;
- 2 Prior to covering of waterproofing in any wet areas, for a minimum 10% of rooms with wet areas within a building;
- 3 Prior to covering any stormwater drainage connections;
- 4 After building work has been completed and prior to any occupation certificate being issued in relation to the building.

Class 5, 6, 7, 8 or 9 Buildings

- 1 Class 9a and 9c building, as defined in the Building Code of Australia—prior to covering of fire protection at service penetrations to building elements that are required to resist internal fire or smoke spread, inspection of a minimum of one of each type of protection method for each type of service, on each storey of the building comprising the building work,
- 2 Prior to covering any stormwater drainage connections,
- 3 after the building work has been completed and prior to any occupation certificate being issued in relation to the building prior to covering any stormwater drainage connections,
- 4 after the building work has been completed and prior to any occupation certificate being issued in relation to the building.
In the case of a class 2, 3, 4, 5, 6, 7, 8 or 9 building, after the commencement of the excavation for, and before the placement of, the first footing