

Appointment of PCA & Notice of Commencement

BUILDING CERTIFICATION APPROVALS

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)(b), (ii) or (c), 86(1) and (2) Sec.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 Malouf Building Consultants if the information you have provided in your application is incorrect or requires modification.

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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 Malouf Building Consultants in accordance with the Environmental Planning and 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 and Conditions of appointment of PCA

Malouf Building Consultants 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 the 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 Malouf Building Consultants will not be liable for the 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 works is proposed. You must also arrange for the relevant information as stated in condition number 3 in the Terms and 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 this cost 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 Malouf Building Consultants for a construction certificate or a complying development certificate (whichever the relevant) and occupation certificate by the principal contractor nominated on this form.
2. I/we authorise the appointment of an employee of Malouf Building Consultants as the Principal Certifying Authority (PCA) and consent to the transfer of PCA to another employee if the original PCA ceases employment with Malouf Building Consultants 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 Malouf Building Consultants 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		
		Postcode
Lot no.	DP/SP no.	
Council Area		

2. DESCRIPTION OF BUILDING WORKS

Description of proposed building works	
Intended commencement date of building work.	

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	
Builder License Number	
Builder Telephone Number	
Builder Address	

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: 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.

4. DETAILS OF PERSON APPOINTING PCA/OWNERS CONSENT (all owners must sign)

Full Name of Owner 1	Print
Full Name of Owner 2	Print
Post Address of Owner 1	
Post Address of Owner 2 if different	

Owner 1 signature	Owner 2 Signature
X	X
Dated:	Dated:

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

CRITICAL STAGE INSPECTIONS (TO BE 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
<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 10	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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
<input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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
<input type="checkbox"/> Class 5 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 8 <input type="checkbox"/> Class 9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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 Building Professionals Board 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:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

DETAILS OF PCA (OFFICE USE ONLY)

DA No.	Date of DA consent:
CC No.	Date of CC issue:
CDC No.	Date CDC issue:
Earliest date building work can Commence	
Name of PCA	Joseph Malouf
PCA Accreditation No.	BPB0245
Address of PCA	P O Box 110, Burwood NSW 1805
PCA Telephone No	0404085006
Accreditation Body	Building Professionals Board

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

Signature of PCA X	Date
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