



## Construction Certificate Appointment of Principal Certifier

<b>About this form:</b>	<p>With your development consent approved, the next stage of your development involves obtaining your Construction Certificate approval and appointing the Principal Certifier (PC). Both these steps must be satisfied prior to work commencing on site.</p> <p>The Construction Certificate is effectively your “building approval” and will be assessed by one of the accredited Building Surveyors in the Building &amp; Certification Team. Architectural plans and supporting documentation will be assessed for compliance with the Building Code of Australia and the conditions of your development consent.</p> <p>The role of the PCA is to conduct the specified mandatory building inspections throughout the building process and ensure your development complies with all the relevant legislative requirements. Our team will write to you identifying the required mandatory inspections and it is the owner’s responsibility to contact Council and arrange site inspections at the specified times.</p> <p>At the successful completion of all the development work and before you occupy the building, you must obtain an Occupation Certificate from the PC.</p> <p>If you have any questions or require assistance with your application please call Inner West Council Building Certification Team on 9392 5679 or 9392 5805 or email <a href="mailto:building@innerwest.nsw.gov.au">building@innerwest.nsw.gov.au</a></p>
<b>How to complete:</b>	<ol style="list-style-type: none"><li>1. Ensure that all fields have been filled out correctly.</li><li>2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.</li><li>3. Once completed, please refer to the lodgement details section for further information.</li></ol>

### Applicant:

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
First name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Postal address: (if different to street address)		Postcode:		
Suburb:		Mobile:		
Phone number:		Other:		

### Owners consent

**Council will not accept this application without correct and complete owner/s consent.**

Family Name / Company Name / Strata Title:	(If company, company seal to be affixed)		
Given Name or Authorised Company Officer Name		Company ACN	
Postal Address		Postcode	
Phone No		Mobile	



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<b>Email</b>			
<b>Signature/s and Print Name</b>	Authorisation by Company letterhead attached		Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Site Details</b>			
Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:
<b>Type of application</b>	Construction Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Appointment of Principal Certifier <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Proposal</b> Provide a written description and works proposed			
<b>Capital Investment Value</b>	The capital investment value of the development is:  \$ _____  (includes GST and all costs associated with the demolition and construction)		
<b>Development Application / Modification of Consent</b> This section is only to be completed if you have already received Development Consent	Development Consent No. / Section 96 Consent No. (if applicable)  Date of Determination		
<b>Building Classification</b>	Nominate building classification under BCA: (e.g. residential class 1a)		
<b>Checklist for the lodgement of documents for the issue of construction Certificate</b>			
BASIX Does the application involve a BASIX affected development, or a BASIX optional development for which a BASIX Certificate has been obtained? Needs to be less than 3 month old	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Long service Levy applicable –for value over \$25,000 This can be paid at Council or online through Long Service Levy Corporation.	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
• with coloured architectural plans	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
• Stormwater plans	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
• Approved Sydney Water Tap in approval Agent	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
One (1) sets Construction Management and Traffic Management Plan	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
One (1) set Structural drawings	<input type="checkbox"/>	Yes	<input type="checkbox"/> No



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One (1) set specifications drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
One (1) set of Waste Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Performance Monitoring Data & ABS Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of all plans and Supporting Documentation on CD/USB ( 2 required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### PART 2B – APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY

Complete this section if you are seeking to nominate Council as the Principal Certifying Authority after the Construction Certificate is issued.

#### PRINCIPAL CONTRACTOR DETAILS/OWNER BUILDER PERMIT

<b>Principal Contractor (Builder) Details</b> <i>If known at this stage. These details must be provided prior to work commencing.</i>	Name of Builder _____
	Contractor Licence No / Permit No _____ (In case of owner builder)

#### HOME WARRANTY INSURANCE

For works over \$20,000 a copy of Home Warranty Insurance must be provided. Alternatively proof of Owner Builder Permit must be provided.

Copy of Home Warranty Insurance Policy provided	<input type="checkbox"/>
Copy of Owner Builder Permit provided	<input type="checkbox"/>

#### EXPECTED COMMENCEMENT DATE

Please specify expected commencement date of building works: \_\_\_\_\_

### PART 2C – APPLICATION FOR MODIFIED CONSTRUCTION CERTIFICATE

<b>Construction Certificate Details</b>	Construction Certificate No. _____
	Date of Determination _____
<b>Modification Details</b> <i>Please provide a written description of the modifications</i>	
<b>Checklist</b>	Details of the modification clearly outlined in the application <input type="checkbox"/>
	One (1) set of plans and elevations showing changes from the original approval highlighted <input type="checkbox"/>
	Schedule of Changes <input type="checkbox"/>
	Modified Structural Details (if required) <input type="checkbox"/>
	Modified Reports provided (if required) <input type="checkbox"/>
	Copy of all plans and documentation on CD/USB <input type="checkbox"/>



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### Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application may be disclosed under the provisions of the *Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.

**Applicant's  
signature:**

**Date:**

/ /

### Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

### Instructions for Applicants

Lodging an application requires a completed application form.  
All relevant information and the payment of the required fee (where a fee applies).  
Application will be checked at lodgement to ensure the required information is provided.

**Incomplete/illegible applications will not be accepted and will be returned to you.**

**Lodge by email:** [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au)

**Lodge in person:** Inner West Council's Customer Service Centres:

Noted that the building certifiers are located at the Leichhardt Service Centre and are available by appointment to assist in the lodging of your application.

- **Leichhardt – 7-15 Wetherill Street Leichhardt**
- Ashfield – 260 Liverpool Road Ashfield.
- Petersham – 2-14 Fisher Street Petersham.

**Opening hours:** Monday-Friday, 8:30am-5:00pm



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[www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Fees and charges:** Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council

**Credit card:** Please use the Inner West Council credit card payment form.

### Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
CC fee:			
Lodgement fee:			
LSL fee:		Initial of officer:	
PC inspection fees :			
Security deposit:			
Footpath inspection fee:			

