

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA) AGREEMENT FORM FOR SUBDIVISION INSPECTIONS

Made under Environmental Planning and Assessment Act 1979 (s91A (4) (b) (ii) or (c), 86(2))

Property Key: Office Use Only

Related DA No:

Date Received:

116209.2014 (JULY 2016)

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Address details of development

Shop/Unit No:	House No:	Office Use	
Street:			
Suburb:	Postcode:		
Lot No:	Deposited / Strata Plan No:	Section:	<input type="checkbox"/>

Type and description of proposed development

Description of development:	<input type="checkbox"/>

Application details

Development Application No:	<input type="checkbox"/>
Date of Issue:	
Construction Certificate Engineering / Complying Development Certificate No:	
Date of Issue:	

Commencement date of works

Date when work is to commence:	<input type="checkbox"/>
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Digital requirements and naming convention

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document** must be **single sided** and must be submitted as a **separate PDF** file and **named separately** eg Application form, floor plans, elevation plans, Statement of Environmental Effects, Political Donations, Bushfire report etc.
- **Signatures are not to be placed on supporting documents or plans** ie WasteManagement Plan, Statement of Environment Effects, floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

Example:

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- **CCE Number – Additional Information** – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes No

Office Use

Documentation checklist

Copies of documents required:

- **2 hardcopies of all documents are required**
- **Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.**

Principal Certifying Authority (PCA) Agreement

NOTE: Pages 3 - 4 are not available for viewing on Council's website

I/We, the Applicant/Owner of the abovementioned development agree that Liverpool City Council is being nominated as the Principal Certifying Authority for the development described above and to also carry out the associated inspections for the development, to achieve the required compliance certificates for the Subdivision Certificate to be issued.

The appointment of Council as the Accredited Certifier to carry out inspection for the compliance certificates imposes various obligations upon both the applicant and Council. These are outlined below and form part of the agreement between the Applicant and Council.

The Applicant/Owner agrees:

1. To provide Council within two working days, notice of the intention to commence works on the site
2. To provide Council's officers access to the site and the works covered by this agreement
3. To obtain and provide to Council all certificates, documentation, compliance certificates, reports or the like; as requested by Council in relation to this development
4. To ensure the relevant work at each stage of construction requiring inspection is completed in accordance with the construction certificate and attached plans, specifications and details, prior to inspection
5. To notify Council as various stages of construction are reached enabling Council officers to inspect the work for compliance. Council requires a minimum of 24 hour notice of the need for an inspection and sufficient advice or any information required to carry out the inspection
6. To ensure works do not proceed past a particular stage, until any matter that Council requires to be resolved or rectified prior to the work continuing past this stage, has been resolved or rectified to the satisfaction of Council
7. To ensure the development is not occupied or otherwise used until such time as Council is satisfied that the development has been completed and has issued a Subdivision Certificate
8. To lodge payment for all the relevant inspections, re-inspections and any fees involved for services before the relevant inspection or certificate is issued. Therefore no inspection will be carried out where the applicable fee has not been paid prior to making the inspection appointment
9. If at the time of inspection, the works are not ready or there are items noted that require further inspection, a re-inspection fee shown in the attached schedule of fees will be required to be paid to Council's cashier prior to the works being re-inspected
10. Should any additional inspection be required over and above those listed in the Development Consent, an additional inspection fee shown in the attached schedule of fees will be required to be paid to Council's cashier prior to the works being inspected. Additional inspections may be due to site specific circumstances or one off nature of the works required
11. Where this Agreement has been entered into prior to issue of the Development Consent, Construction Certificate or Complying Development Certificate, it does not imply that these certificates will be issued without due consideration
12. Council will be the only authority carrying out inspections for the works except where specialised reports are required for compliance, such as geotechnical or acoustic reports.

This Agreement is made between the undersigned:

Applicant/Owner (signature): _____

Liverpool City Council (signature): _____

Date: _____

NOTE: *Failure to complete all relevant details may delay processing of your application*

Office
Use



Principal Certifying Authority (PCA) Agreement

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I/WE the Council (as the PCA) agrees:

1. When engaged by the Applicant/Owner, Council will carry out any inspection at each required stage of construction to satisfy the Development Approval and Construction Certificate or Complying Development Certificate, provided a minimum of 24 hour notice is given to Council of the need for an inspection
2. To undertake all relevant inspections for the issue of the Subdivision Certificate and issue any compliance certificates requested by the applicant
3. Promptly advise the applicant after any inspection, of any impediment from that inspection in the issuing of the compliance certificate
4. Issue the Subdivision Certificate when all the required fees, works and conditions of the Development Consent have been completed or satisfied and the application has been lodged with Council
5. Where the inspections required by this Agreement cannot be undertaken as a result of the Development Consent, Construction Certificate or Complying Development Certificate not being issued, a refund for the amounts will be made available to the Applicant within ten working days of notification
6. Council reserves the right to invoke its order powers under the Environmental Planning and Assessment Act, 1979 (as amended) or the Local Government Act, 1993 (as amended) at any time, should it become necessary as a result of breach of the Development Consent, Construction Certificate or Complying Development Certificate, relevant legislation or this Agreement.

This Agreement is made between the undersigned:

Applicant/Owner (signature):

Liverpool City Council (signature): _____

Date: _____

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Office
Use

Release of relevant information

Would you like your assessed application to be: (Please tick relevant box)

Posted **Held for collection at Council**

Signature when collected:

(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)

Date:

Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit www.eplanning.liverpool.nsw.gov.au