

## Principal Certifier Agreement

All sections are to be completed by Owner/s

### Contract for Undertaking of Certification Work

This contract has been prepared pursuant to Part 5 of the Building and Development Certifiers Regulation 2020. This is a contract between the Owner and Gwydir Shire Council, where Council will carry out certification work for the owner and/or may be appointed as the Principal Certifying Authority (PCA) in relation to the subject development.

Gwydir Shire Council undertakes all certification work in a professional manner and in accordance with the requirements of the *Environmental Planning & Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*.

#### 1. Accredited Certifier

<b>Principal Certifying Authority</b>	Gwydir Shire Council – 54 Hope Street Warialda
<b>Building Certifier</b>	Colin Cuell – Building Services Manager Building Surveyor – Restricted (all classes of Building)
<b>Registration Number</b>	BDC1331
<b>Phone</b>	02 6729 3012 or 0428 687 651
<b>Email</b>	ccuell@gwydir.nsw.gov.au

**Note:** The details of the officers employed by Council as accredited Certifiers, any of whom may carry out certification work and inspections under this contract, can be found on the [Fair Trading](#) website.

#### 2. Owner/s (if signing on behalf of a company please give position)

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Email</b>		<b>Email</b>	

#### 3. Insurance

The Accredited Certifiers employed by Gwydir Shire Council will be covered by Council's insurance.

#### 4. Details of Certification Work to be Undertaken

The following certification works are to be undertaken by the Accredited Certifier (**please select**):

##### 4.1 Determination of Applications

- The determination of an application for a Complying Development Certificate under *Section 4.28* of the *Environmental Planning and Assessment Act 1979* (EP&A Act); or
- The issuing of a Construction Certificate under *Section 6.7* of the EP&A Act.

## **4.2 Undertaking the Functions of a Principal Certifying Authority**

- Undertaking the functions of a Principal Certifying Authority, including, but not limited to:
  - The carrying out of inspections under *Section 6.5* of the EP&A Act;
  - The issuing of Compliance Certificates *Section 6.18* and of the EP&A Act; and
  
- The issuing of a Final Occupation Certificate under *Section 6.9* of the EP&A Act.

**Note:** *If you do not appoint Council to undertake the functions of a Principal Certifying Authority, details of the nominated PCA are to be provided to Council prior to the commencement of any works.*

## **5. Plans, Specifications and Documents**

The relevant plans, specifications and documents for this certification work are those issued with the relevant Construction Certificate or Complying Development Certificate.

## **6. Fees and Charges**

Fees and charges for appointment of Council for certification work are based on Council's annual fees and charges which are published on Council's website at [www.gwydir.nsw.gov.au](http://www.gwydir.nsw.gov.au)

## **7. Payment of Application Fees**

The fees and charges associated with all planning and certification work must be paid before the relevant application/s are deemed to be lodged with Council, excluding any fees and charges for work arising as a result of unforeseen contingencies. Additional fees may be charged in the following circumstances:

- Additional critical stage inspections or other inspections due to the staging of building works or variations in the construction sequence;
- Re-inspection works as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory; or
- Additional on-site meetings.

## **8. Owners Declaration and Signature**

I accept the terms and conditions of this contract including the payment of fees.

<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

### **Privacy Policy**

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted. Your application will be advertised to the public for comment if the development is designated development, advertised development or is required to be advertised by a development control plan. The application will also be kept in a register by the council that can be viewed by the public at any time. Please contact the council if the information you have provided in your application is incorrect or changes.

Any personal information you have supplied to or is collected by the Council will only be collected, stored, and processed by the Council for lawful purposes directly related to the functions and activities of the Council. The information supplied will assist Council in assessing your application. Failure to supply the information may result in delays and/or rejection.

The information you supply comprises part of a public register, which may be viewed by anyone on request.