



# Planning and Environment Department

## Principal Certifying Authority and Service Agreement

The Service Agreement must be completed to appoint Kyogle Council as Principal Certifying Authority (PCA). This is in accordance with Section 81A of the Environmental Planning and Assessment Act, 1979, to carry out Construction Inspections of the Building Works and to issue the required Occupation Certificate.

This form is to be completed to satisfy the requirements of the Environmental Planning and Assessment Act, 1979 and the Environmental Planning and Assessment Regulations 2000.

The Owner, not the builder, must complete the form.

When applying for a Final Inspection, an application for an Occupation Certificate shall be submitted to Council.

Kyogle Council aims to provide efficient, quality and cost effective Building Inspections and Approval Services.

Kyogle Council has a team of professional and experienced Environmental Building Surveyors who will ensure that relevant Building Regulations, Australian Standards and Development Consent requirements are satisfied, as applicable to a Principal Certifying Authority (PCA).

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Please complete the form below in black pen and provide to Kyogle Council for their records.

I hereby appoint Kyogle Council as Principal Certifying Authority for my development application.

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**Name/s**

**Address**

**Phone Numbers**

**Signature/s**

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**Property Details**

**Property description**

**Address**

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