



KYOGLE COUNCIL

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Telephone: (02) 6632 1611 – Fax: (02) 6632 2228

DA No _____
Date Lodged:

Notice to Commence Building or Subdivision Work and Appointment of Principal Certifying Authority

*(Environmental Planning and Assessment Act, 1979 (As Amended)
Sections 6.6 or 6.12*

This form is to be returned to Council at least two (2) days prior to work commencing.

Use this form to apply to:

Notify the Council that you intend to commence building or subdivision work

Notify the Council and the authority that granted development consent or a complying development certificate that you have appointed a principal certifying authority.

To complete this form, please place a cross in the box and fill out the sections as appropriate.

1 Land

No..... Street/Road.....
Locality
Lot No..... Sec..... Deposited/Strata/ Plan No.....

2 Description of the work proposed

Type of work proposed
 Building Subdivision
Description of the work

3 Details of development approvals granted

Details of the development consent:
Development Application No: Date the consent was granted
OR
Complying Development Certificate No: Date the consent was granted
Where a construction certificate has been issued for the building:
Construction Certificate No: Date the certificate was issued:

4 Residential building work

Tick appropriate box:
 Owner builder What is your owner-builder permit no.?
 If market cost is less than \$5000. Have you attached to this notice a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than \$5000?
 Licensed Builder
 Licence No & Expiry date?
 Address of Builder
 Certificate of Currency for Home Warranty attached?

5 Steps taken by the applicant

Indicate the steps you have taken by placing a cross in the appropriate boxes

- I have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work
- I have appointed a principal certifying authority

Name of the principal certifying authority

Address of the principal certifying authority

Telephone no. of the principal certifying authority

Where the principal certifying authority is an accredited certifier:

Accreditation body of the certifier Accreditation no. of the certifier

On a separate page please provide the reasons for modification

Will the modified development be substantially the same as the development that was originally approved?

No

Yes Please provide evidence that the development will remain substantially the same. (If you need to attach additional pages, please list the material attached).

.....
.....

6 Date of Commencement

Date the work will commence

7 Signatures

The principal certifying authority must sign the notice.

I acknowledge that I have seen evidence that the builder is licensed and insured, or that I have seen evidence that the building works are to be undertaken by a person with an owner-builder permit.

I acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for this development.

Private Certifier

Signature Name Date

The applicant, or the applicant's agent, must sign the notice.

Applicant Agent

Signature Name Date

PRIVACY & PERSONAL INFORMATION PROTECTION ACT

The personal information that council has collected from you is personal information for the purposes of the Privacy and Personal Information protection Act, 1998.

The intended recipients of the personal information are:

- Officers within the Council;
- Any other agent of the Council; and
- Public sector agencies.

The supply of the information by you is required by law. Failure to provide this information will prevent Council determining this matter.

Council has collected this personal information from you in order to assist it in its determination of this matter. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information.