

# Notice to commence building or subdivision work and appointment of a principal certifying authority

DA Number: \_\_\_\_\_

This form can be used to:

- notify The Department that you intend to commence building or subdivision work
- notify The Department that you have appointed a principal certifying authority.

To complete this form, please place a cross in the boxes  and complete all sections as appropriate.

## 1. Details of the person having the benefit of the development consent

NAME

Mr  Ms  Mrs  Dr  Other

First name

Family name



Company/organisation

ABN



STREET ADDRESS

Unit/street no.

Street name



Suburb or town

State

Postcode




POSTAL ADDRESS (or mark 'as above')

CONTACT DETAILS

Daytime telephone

Fax

Mobile




Email

## 2. Details of the land to be developed

Unit/street no. (or lot no. for Kosciuszko ski resorts)

Street or property name



Suburb, town or location

Postcode

Local government area




Lot/DP or Lot/Section/DP or Lot/Strata no.

Please ensure that you put a slash ( / ) between lot, section, DP and strata numbers. If you have more than one piece of land, you will need to separate them with a comma eg 123/579, 162/2.

(1) Note: You can find the lot, section, DP or strata number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact Land & Property Information (LPI), a division of the Department of Finance, Service and Innovation, for updated details.

(2) Note: If the subject land is located within the Kosciuszko ski resorts area, DP or strata numbers do not apply.

### 3. Description of the work proposed

### 4. Details of the development approvals granted

Details of the development consent:

Development application no.

Date the consent was granted

OR

Complying development certificate no.

Date the certificate was issued

Where a construction certificate has been issued for the building:

Construction certificate no.

Date the certificate was issued

### 5. Steps taken by the person having the benefit of the development consent

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 certifier

Accreditation no. of certifier

### 6. Residential building work

1. Are you going to build a house or other dwelling or alter or add to a dwelling?

No

Yes  ➤ Please complete part 2 below

2. Are you an owner-builder?

Yes  ➤ What is your owner-builder permit no?

No  Will the work be carried out by someone who is licensed to do so?

Yes  ➤ What is the name of the builder?

What is the telephone no. of the builder?

What is the contractor licence no. of the builder?

Have you attached to this notice evidence that the licensed person is insured to carry out this type of work?

Yes

No

No  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 \$3000?

Yes

No

## 7. Date work will commence

## 8. 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 person having the benefit of the development consent to carry out the role of the Principal Certifying Authority for this development.

Signature

Name

Date

**The person having the benefit of the development consent must sign the notice.**

Signature

In what capacity are you signing

Name

Date

## 9. Privacy policy

The information you provide in this notice is required under the *Environmental Planning and Assessment Act 1979* if you are going to erect a building or carry out subdivision work. If you do not provide the information, you cannot commence work. The information will be held by The Department. You have the right to access and have corrected, the information provided on the notice. Please let The Department know if the information is incorrect or changes.

## 10. Contact details

### Alpine Resorts Team

Shop 5A, 19 Snowy River Avenue  
PO Box 36, JINDABYNE NSW 2627  
Telephone: 02 6456 1733  
Email: [alpineresorts@planning.nsw.gov.au](mailto:alpineresorts@planning.nsw.gov.au)

### Head Office

320 Pitt Street, SYDNEY 2000  
GPO Box 39, SYDNEY NSW 2001  
Telephone: 1300 305 695  
Email: [information@planning.nsw.gov.au](mailto:information@planning.nsw.gov.au)