



**Ashfield  
Council**

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

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ DA or CDC No. \_\_\_\_\_

## About this form

Use this form to:

- Advise Council who has been appointed as the Principal Certifying Authority.
- Notify the Council that you intend to commence building or subdivision work.
- Advise Council who the builder or person in charge of the work is
- Supply to Council a copy of the Home Building Act Insurance Certificate for residential building work
- Notify the Council, if the Department of Infrastructure, Planning and Natural Resources granted development consent or a complying development certificate, that you have appointed a principal certifying authority.

## Other Approvals

You must not only comply with Council Conditions of Development Consent you must also obtain relevant approvals from Sydney Water and may require approvals of other authorities prior to commencing work. Where residential building work is involved Home Warranty Insurance is also required.

## Any questions

Phone Customer Service on (02)9716 1800, or call in personally (see page 3)

## ▼ Applicant and site details

### 1. Applicant's name, address and contact details.

Title:            Mr/Mrs/Other: .....

Family name (or company): .....

Given names (or ACN):.....

Postal address: .....

.....Post Code: .....

Phone (1) (....)..... Fax (....).....

Phone (2) (....)..... E-mail: .....

Contact person (Only if a company etc) .....

### 2. Location and title description of the property

*This will help us to correctly identify the land*

Unit, shop or suite:..... Street No: ..... Street:.....

Suburb:.....

Lot(s): ..... Section:.....

Deposited Plan(s): ..... Strata plan:.....

Other: .....

*Get these details from rate notices, property deeds, or Council property maps.*

## ▼ Development approval details

3. **Description of development** .....

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4. **Type of work**      Y      Building                      Y      Subdivision

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5. **Approvals Granted**

Development Consent No: ..... Determination Date: ...../...../.....

Complying Development No:..... Determination Date: ...../...../.....

Construction Certificate No: ..... Determination Date: ...../...../.....

## ▼ Appointment of Principal Certifying Authority

6. **Principal Certifying Authority**

Title: Mr/Mrs/Other: .....

Family name (or company):.....

Given names (or ACN):.....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....).....

Phone (2) (....) ..... E-mail:.....

Contact person (Only if a company etc) .....

7. **Compliance with Development Consent**

Y Yes                      Y No

*Conditions may include the payment of security, bonds, and s94 contributions. The endorsement of plans by Sydney Water or other authorities. Ensure you have complied with all requirements of consent.*

*The applicant by answering Yes is certifying that all conditions have been satisfied. If all conditions have not been satisfied Council may without warning:*

- Issue Penalty Infringements Notices for each breach of the Act
- Prosecute the Applicant for making false or misleading statements
- Prosecute any person acting otherwise that in compliance with development consent
- Order or seek orders from the Land & Environment Court to cease all work until compliance is satisfied

*Have all conditions required to be satisfied prior to the commencement of work be satisfied ?*

## ▼ Builder and Home Building Act 1989

8. **Builder or other person in charge of work**

*The Applicant must check that the builder is licenced.*

*If the Builder is the Owner a copy of the Owner Builders permit must be attached.*

Title: Mr/Mrs/Other: .....

Family name (or company):.....

Given names (or ACN):.....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....).....

Phone (2) (....) ..... E-mail:.....

Contact person (Only if a company etc) .....

9. **Certificate under Part 6 of Home Building Act 1989**

Y Yes                      Y No

*Has the Principal Certifying Authority been provided with a copy of the Home Warranty Insurance Certificate under Part 6 of the Home Building Act 1989. Note, This insurance is not required for Owner Builders however undertaking work without Home Warranty Insurance the Owner accepts the risk and insurance must be taken out if the Owner seeks to sell the residence within 7 years of the completion of work.*

*Please attach the Home Owners Warranty Insurance Certificate*

## ▼ Date work is to commence

### 10. Date work is to commence

This Notice of Commencement must be lodged with Council not less than 2 days before this commencement date.

...../...../.....

## ▼ Signatures

### 11. Owner's consent

As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.

*Must be signed by the owner of the land. If more than one owner, every owner must sign.*

☒ Signature:..... Date:.....

*If the owner is a company or owner's association must be signed by a director under common seal.*

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.

.....  
(eg, power of attorney, executor, trustee, company director)

### 12. Your declaration

I declare that all the information given is true and correct.

☒ Signature:..... Date:.....

## ▼ How to lodge this application

### Address the application to:

The General Manager  
Ashfield Council

### You can send it to us by any of the following methods

**Post:** PO Box 1145  
ASHFIELD NSW 1800

**DX:** DX 21221 Ashfield

**Courier or personal delivery:** Administration Building  
260 Liverpool Road  
ASHFIELD NSW 2131

### How to contact us by phone, fax or electronically

**Phone:** (02) 9716 1800

**Fax:** (02) 9716 1911

**E-mail:** [info@ashfield.nsw.gov.au](mailto:info@ashfield.nsw.gov.au)

**Web:** [www.ashfield.nsw.gov.au](http://www.ashfield.nsw.gov.au)

**Who to contact:** The Development Assessment Officer  
handling your development.

*If you wish to discuss a proposal with one of our Development Assessment Officers, it's essential that you arrange an appointment.*

### Making a personal visit?

Ashfield Council is located at 260 Liverpool Road, Ashfield.

We look forward to seeing you.

**Bus or Rail:** Short walk from Ashfield Railway Station.

**Parking:** Customer parking spaces are available at Ashfield Mall located next door. On street parking in nearby streets is also available.

## ▼ Privacy Act

The personal details requested on this form are required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Ashfield Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.