

# Notice of Commencement

## and Notification of Principal Certifier Appointment

Under Section 6.6 of the Environmental Planning and Assessment Act 1979

Effective from July 2024 to June 2025

### About this form

Use this form to apply to:

- Advise Council who has been appointed as the Principal Certifier (PC)
- Pay security bonds, s7.11 (former s94) contributions etc. required by development consent conditions to be paid before any work commences
- 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
- Advise Council of the Date of Commencement of Building or Subdivision Work meeting

### Documentation

Woollahra Council's PC Agreement explains the process involved in appointing Council as the Principal Certifier. Ask us for a copy if required.

### Other approvals

You must not only comply with conditions of Development Consent or Complying Development Certificate 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.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

### Applicant's details

Title:

Full name:

Company name:  
(if applicable)

Company contact:  
(if applicable)

ABN / ACN:

Address:

Phone:

Email:

### Site details (Location and title description of the property)

Unit, Shop or  
Suite no:

Street no:

Street name:

Suburb:

Lot(s):

Section:

Deposited  
Plan(s):

Strata  
Plan:

Other:

## Development approval details

### Description of development:

Type of work: ☐ Building ☐ Subdivision

Development  
consent no:

Determination date:

Construction  
certificate no:

Issue date:

## Appointment of Principal Certifier

Title:

Full name:

Company name:  
(if applicable)

Company contact:  
(if applicable)

ABN / ACN:

Address:

Phone:

Email:

### Compliance with Development Consent

Have all conditions required to be satisfied prior to the commencement of work be satisfied? ☐ Yes ☐ No

*Conditions may include the payment of security, bonds, and s7.11 contributions. The endorsement of plans by Sydney Water or other authorities. Ensure you have complied with all requirements of your 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

## Builder and Home Building Act 1989

### 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:

Full name:

Company name:  
(if applicable)

ABN / ACN:

Company contact:  
(if applicable)

Licence/  
Permit no:

Address:

Phone:

Email:

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

(Please attach the Homeowners Warranty Insurance Certificate)

☐ Yes ☐ No

*Has the Principal Certifier 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.*

**Date work is to commence**

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

Date:

**Signatures**

*Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company or owner's association must be signed by a director under common seal.*

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.

Owner's name:

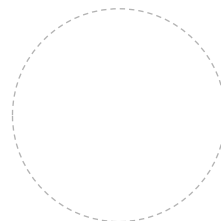
Address:

Phone:

Email:

Signature:

Date:



Affix Common Seal

Company name:  
(if applicable)

Position:

ABN/ACN:

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: (e.g. power of attorney, executor, trustee, company director)

**Declaration**

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

Name

Signature:

Date

**Fees**

Where Council is appointed the Principal Certifier, a separate agreement form is to be completed and the fees are calculated on a scale based on the contract value of the work.

Lodgement of this form requires the payment of a **\$39 statutory lodgement fee**.

**Privacy and conditions of use**

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Who to contact:** Your appointed Principal Certifier (PC). If Council has been appointed the PC, contact the Council Building and Compliance Officer handling your development.  
*If you wish to discuss this matter with one of our Building & Compliance Officers, it is essential that you arrange an appointment.*

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

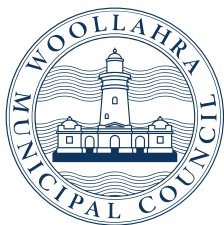
**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY		Fee type	Fee	Receipt code
<i>Note: There is no GST on this fee, which is set by IPART</i>		Lodgement fee	\$36.00	T53
<b>Cashier:</b>		<b>Date:</b>		



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: