



Contract for undertaking of Certification Work

This contract meets the requirements of Section 73A of the Building Professionals Act 2005 and Clause 19A of the Building Professionals Regulation 2007.

This is a contract between the applicant (being the person having the benefit of the Development Certificate or for whom certification work is to be carried out) and Council, where Council will carry out certification work for the applicant and/or may be appointed as the Principle Certifying Authority in relation to the subject development.

Accredited Certifier

Name of Council (the Council)	Hawkesbury City Council		
Business Address	366 George Street, Windsor NSW 2756		
Postal Address	PO Box 146, Windsor NSW 2756		
Email	council@hawkesbury.nsw.gov.au		
Telephone	02 4560 4444	Facsimile	02 4587 7740

The details of the officers employed by Council as accredited certifiers, any of whom may carry out certification work and inspections under this contract, can be found on the Building Professionals Board Website at <http://bpb.nsw.gov.au>

Insurance

Accredited certifiers employed by Council exercising the certifying functions on Council's behalf are not required to be covered by insurance for the purposes of Division 2 of Part 6 of the Building Professionals Act 2005.

Details of the Certificate work to be undertaken

The following certification works are requested to be undertaken (please select)

The determination of an application for a Complying Development Certificate under Section 85A of the Environmental Planning & Assessment Act 1979 (EP&A Act)

The issuing of

1. Construction Certificate under Section 109C of the EP&A Act
2. Compliance Certificate under Section 109C of the EP&A Act
3. Interim and/or Final Occupation Certificate under Section 109C of the EP&A Act

Appointment of Principle Certifying Authority (PCA) under Section 109E of the EP&A Act for building works

The carrying out of functions as PCA under the EP&A Act

The carrying out of inspections under Section 109E of the EP&A Act

Council will undertake the certification work in a professional manner and in accordance with the requirements of the EP&A Act and the Environmental Planning & Assessment Regulation 2000.



Description of the site and development works to be undertaken		
1. Property description		
House/unit no. <input type="text"/>	Lot <input type="text"/>	Section <input type="text"/> DP/SP <input type="text"/>
Street <input type="text"/>		
Suburb <input type="text"/>		
2. Type of approval		
Consent Authority	Application type and number	Determination date
Hawkesbury City Council	Development Consent Application Number _____/_____	
Hawkesbury City Council	Complying Development Certificate Application Number _____/_____	
Hawkesbury City Council	Construction Certificate Application Number _____/_____	
3. Plans, specifications and documents		
Related plans, specifications or other documents issued with the above mentioned Development Consent or Construction Certificate or Complying Development Certificate.		
Fees and charges		
1. Certification Work		
The fees for Council's appointment as PCA and certification work are based on Council's annual fees and charges, which are published on Council's website (www.hawkesbury.nsw.gov.au). To obtain a quote as to fees applicable for completion of the certification work under this Contract, please contact Council's Customer Service team on 02 4560 4444		
2. Contingencies		
The fees above provide for Council to carry out 1 (one) inspection for each critical stage or other inspections of the building.		
Additional fees may be charged in the following circumstances;		
(i) Additional critical stage inspections or other inspections due to the staging of building works or variations in the construction sequence.		
(ii) Reinspection of works as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory.		
(iii) Additional on-site meetings.		
These and any other fees for contingencies are also based on Council's Annual Fees & Charges.		
Appointment as PCA		
If the certification work relates to the functions of a PCA, you must pay the fees and charges before Council commences those functions, excluding any fees and charges for work arising as a result of unforeseen contingencies.		
Unforeseen contingencies		
If Council carries out work as result of unforeseen contingencies, Council will:		
(i) Calculate the fee based on its annual fees and charges; and		
(ii) Give you an invoice within 21 days after the completion of that work.		
You must pay any fees and charges for unforeseen contingencies within the invoice terms.		



Unpaid fees

In circumstances where Council is appointed as PCA and the fees are not paid in accordance with this contract, you acknowledge and accept liability for all or any unpaid fees and any associated debt recovery costs plus interest incurred from the time of appointment. You acknowledge and accept that Council, as PCA, may suspend services where fees have not been paid, or remain outstanding.

Statutory obligations and accredited certifiers

This contract must attach any document containing information about the statutory obligations of accredited certifiers that is published by the Building Professionals Board for the purpose of clause 19A of the Building Professionals Regulation 2000 and available on its website.

Note: No document published as at date of this contract.

Applicants details (The person/s for whom certification work is to be carried out)

I accept the terms and conditions of this contract including the associated payment of fees.

Title Mr Mrs Ms Miss Other

Name

Company (if applicable)

Address
 Postcode

Contact Details

Home	Mobile
Work	Fax

Email

Signature Date

Hawkesbury City Council Use Only - signed for and on behalf of Council by an authorised officer.

Officers name

Officers position

Signature Date

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.