

Contract for Undertaking of Certification Work

This contract meets the requirements of Section 31 of the Building and Development Certifiers Act 2018 and Part 5 of the Building and Development Certifiers Regulation 2020.

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 Principal Certifier Authority in relation to the subject development.

Accredited Certifier

Name of Council (the Council)	<input type="text" value="Hawkesbury City Council"/>		
Business Address	<input type="text" value="366 George Street, Windsor NSW 2756"/>		
Postal Address	<input type="text" value="PO Box 146, Windsor NSW 2756"/>		
Email	<input type="text" value="council@hawkesbury.nsw.gov.au"/>		
Telephone	<input type="text" value="02 4560 4444"/>	Facsimile	<input type="text" value="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, are as follows:-

Greg Miles Building Surveyor – Unrestricted - BDC1278
Ashleigh Doughty Building Surveyor – Restricted (Class 1 and 10 buildings) – BDC2887
Nathan Menken Building Inspector – BDC04769
Jean-Paul Ghantous Building Surveyor – Restricted (Class 1 and 10 buildings) – BDC1856
Daniel Grace – Building Inspector – BDC05173

Details of Property

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"/>						

Particulars of approved plans, specifications and related documents

Description of the development	<input type="text"/>
Description of the work to be certified (e.g construction of a new dwelling)	<input type="text"/>

Development Consent/ Complying Development Certificate Number	<input type="text"/>
Date of Approval	<input type="text"/>
Construction Certificate No.	<input type="text"/>
Date of Approval	<input type="text"/>



Particulars of Certification Work

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Compliance Certificate No

Date of Approval

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.

Particulars of the Development

The following certification works are requested to be carried out for the above development: (Please Select)

1. The determination of a Complying Development Certificate Application ☐
2. The determination of a Construction Certificate application ☐
3. The issue of a Compliance Certificate ☐
4. The appointment of Council as Principal Certifier for the development and the carrying out of inspections during construction ☐
5. The determination of an Occupation Certificate application ☐
6. The determination of an application for a Swimming Pool Compliance Certificate ☐

Council will undertake the certification work in a professional manner and in accordance with the requirements of the Environmental Planning & Act 1979 and the Environmental Planning & Assessment Regulation 2000.

Fees and charges

The fees for 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.

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.

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.

Payment of Fees

Before Council can commence any of the certification work requested above, all required fees and charges (with exception of fees arising due to unforeseen contingencies) must be paid.

Unpaid fees

In circumstances where Council is appointed as the certifier 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 the Principal certifier, may suspend services where fees have not been paid, or remain outstanding.

Statutory obligations and accredited certifiers

This contract must be accompanied by any document containing information about the statutory obligations of registered certifiers that is published by Fair Trading for the purpose of clause 31 of the Building and Development Certifiers Regulation 2020 and available on its website.

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

Title Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Name

Company (if applicable)

Address
 Postcode

Contact Details	Home	Mobile
	Work	Fax

Email

Applicants Declaration:

I/we acknowledge that:

All fees are to be paid upfront ☐

Any fees arising due to unforeseen contingencies are to be paid ☐

I/we have freely chosen to appoint Council to carry out this certification work ☐

I/we have read this contract ☐

I/we read the document accompanying this contract ☐

I/we understand our role and responsibility and accept the terms of this contract ☐

I/we understand the role and responsibility of Council Officers as registered Certifiers ☐

Applicants Signature Date

Hawkesbury City Council Use Only - Contract executed by an authorised officer.

Date of Contract

Officers name

Officers position

Signature Date

Note:

An executed copy of the contract will be forwarded to you for your records.

Your application will be assessed and should further information be required an officer will contact you.

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.