

# Notice of Commencement Of Work & Appointment of Principal Certifying Authority

Form 7

**Date work is to commence** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*This form must be completed and lodged with Council at least 2 working days before the commencement of work.*

## Applicant Details

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street		Suburb		Postcode
Tel (Home/Work/Mobile)			Fax (Home/Work)		
Email					

## Property Details

Lot No/s		Section		DP/SP Number	
Unit No.	Street No.	Street			
Suburb				Postcode	
Owner/s Family Name			Given Name		

## Development Details

Please describe the proposed development (Tell us exactly what you propose to do eg. Construct new house, pool, fence, landscaping).

## Please provide the application details

DA Number (or Complying Development Cert)

Construction Certificate Number

Date Lodged

Date Lodged

## Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

### Eastgardens Customer Service Centre

152 Bunnerong Road  
Eastgardens NSW 2036, Australia  
ABN 80 690 785 443 Branch 004  
DX 4108 Maroubra Junction

### Rockdale Customer Service Centre

444-446 Princes Highway  
Rockdale NSW 2216, Australia  
ABN 80 690 785 443 Branch 003  
DX 25308 Rockdale

**T 1300 581 299**

**F 02 9562 1777**

**E** council@bayside.nsw.gov.au

**W** www.bayside.nsw.gov.au

**Postal address:** PO Box 21  
Rockdale NSW 2216



**PLANNED DATE OF COMMENCEMENT OF WORK**

**Steps taken by the Applicant**

- ☐ I have met all the conditions in the Development Consent or the Complying Development Certificate required to be satisfied before I can begin work. (Conditions may include, but is not limited to, payment of bonds, Section 7.11 endorsement of designs or stormwater, requests for further information)
- ☐ I have appointed a Principal Certifier. Details are as follows:

**Name of Principal Certifier**

**ACN (if corporate entity)**

**Address of the Principal Certifier**

No.	Street	Suburb	Postcode
Phone		Fax	
Email			

**Accreditation Body**

**Accreditation No.**

**Details of Work**

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

- ☐ Yes (Please complete 2 below)
- ☐ No (Please complete 3 below)

2. Are you an owner/builder?

- ☐ Yes Please state owner builder permit number:.....
- ☐ No (Please complete 3 below)

3. Will the work be carried out by someone who is licensed to do so?

- ☐ Yes (Please fill out the Builder Details below)
- ☐ No (Please answer the following question)

Have you attached to this notice a declaration (signed by each owner of the land) that the reasonable market cost of the labour and material to be used is less than \$3000?

- ☐ Yes ☐ No

**Builder Details**

Given Name	Family Name
Phone	Mobile
Email	
Contractor Licence Number	

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

- ☐ Yes ☐ No

**Declarations (Both Principal Certifier and Applicant)****Principal Certifier**

As the principal certifier, 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 applicant to carry out the role of Principal Certifier for the development.

Certifier's Signature	Date ____ / ____ / ____
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**Applicant (or applicant's agent)**

Applicant's Signature	Date ____ / ____ / ____
Name (if not applicant)	
Capacity (if not applicant)	

**Home Building Act 1989 requirements - Residential Work only - see below for details**

Principal certifying authority has been advised of the requirements of Clause 78(c) of the Act ☐ Yes ☐ No

Owner's Signature	Date ____ / ____ / ____
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**Note:****Home Building Act 1989 Requirements - Residential Work Only**

Home Building Act 1989 requirements in case of building work that involves residential building work (within the meaning of the Home Building Act 1989) attach the following:

- a In the case of work by a licensee under that Act
  - i A statement detailing the licensee's name and contractor licence number, and
  - ii Documentary evidence that the licensee has complied with the applicable requirements of that Act\*, or
- a In the case of work done by another person
  - i A statement detailing the person's name and owner-building permit number, or
  - ii A declaration signed by the owner of the land, to the effect that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of 'owner-builder work' in Section 29 of the Act.

\* A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 to the effect that a person is the holder of an insurance contract issued for the purpose of that Part is sufficient evidence that the person has complied with the requirements of that Part.