PC Agreement & Notice of Commencement for Moveable Dwellings and Associated Structures

northern beaches council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2029
TRIM Ref.	
Last updated	February 2025
Business unit	
Application no.	Environmental Compliance
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Application and site details

Land to be developed - we need this information to correctly identify the land			
Unit/house number			
Street			
Suburb			
Lot + DP/SP number			
Work proposed	New moveable dwelling ◯	Postcode ◯	Associated structures ◯
Please provide a brief description of the work to be carried out			

Part 2: Development details

Approvals granted (Provide specific application/approval numbers relevant to the subject development below)			
Section 68 Approval no.			
Date approval granted			
Construction certificate no.			
Date certificate issued			
Appointment of PCA (please tick the appropriate box)			
I have met all the conditions in the Section 68 Approval required to be satisfied before I can begin work			
I have appointed a Principal Certifier		Yes ◯	No ◯
Name of PC			
Residential building work (please tick the appropriate box) *Note: Where an owner/builder engages any sub-contractor for any work component exceeding $20,000 in cost, a contract of insurance pursuant to Part 6 of the Home Building Act 1989 must be in force for each component.*			
Are you an owner-builder? (the work must be carried out by a licensed builder)		Yes ◯	No ◯
If YES – What is your owner-builder permit no? (a certified copy must be attached)			
If NO, what is the name of the builder?			
Builder's phone no			
Builder's contractor licence no.			
Have you attached evidence (a certificate of a contract of insurance pursuant to Part 6 of the Home Building Act) that the licensed builder is insured to carry out this type of work? If NO, you must attach a declaration (signed by each owner of the land) that the reasonable market cost of the labour and materials to be used is less than $20,000).		Yes ◯	No ◯
Commencement date			
Minimum notice of two full working days (48 hours) is required under the Environmental Planning and Assessment Act, 1979. *Note: This notice period is to begin from the next working day and is not to include the day on which the form is submitted to Council.*			

Part 3: Checklist

Have you met all relevant conditions?	Yes ◯	No ◯
Have you paid all relevant fees associated with your approval?	Yes ◯	No ◯
Builders insurance for residential works> $20,000?	Yes ◯	No ◯

Part 4: Site and application details

Applicant(s) It is important that we are able to contact you if we need more information. Please give us as much detail as possible. • Please note the owner(s) or the person having the benefit of the development consent is to complete this form. • The applicant cannot be the builder • Your builder cannot complete this for you as per recent changes to the Act 109E.			
Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other		
Full family name(s) (no initials)			
Full given names (no initials) or			
Company name			
ACN			
Postal address We will post all correspondence to this address			
		Postcode	
Phone		Alternate or Business	
Mobile		Fax	
Contact person *Note: This person may be contacted to discuss the application during business hours*			
Email			

Part 5: Principal Certifying Authority Service Agreement

This agreement applies where a person with the benefit of a Section 68 Approval appoints Northern Beaches Council as the Principal Certifier (PC)
The agreement sets out: • The services Council provides when appointed as PC • The Council's and Owner's obligations when Council is appointed as PC
Appointment of Council as PC
The Owner must appoint a PC before work commences on site. This is a legal requirement (s6.6) of the Environmental Planning and Assessment Act 1979. Note that "Owner" refers to the person having the benefit of the Section 68 Approval involving work. The Undertaking attached to this agreement is to be completed by the owner where Northern Beaches Council is appointed as the Principal Certifier.
Notice of commencement of work
At least two (2) days before commencing any work, the Owner must notify Council of the intention to commence work. This notice must be given by providing the Notice of Commencement of Building Work to Council. This form will be attached to the documentation sent to the Owner if Council is appointed as PC.
Council's Services and Responsibilities as PCA
As PC, Council will: • Carry out inspections of the building work • Advise when third party certification may be required • Advise upon the specific works to be completed or conditions to be satisfied before issuing occupation certificate(s) • Issue an interim occupation certificate, if requested by the Owner, and where appropriate to do so • Issue the Occupation Certificate(s) • Serve notices and orders if there is a departure from the approved development • Ensure that a sign is erected in a prominent position on the site showing the name, address and telephone number of the PC.

Part 5: Principal Certifying Authority Service Agreement continued

Mandatory Inspections
Council will undertake mandatory critical stage building inspections where applicable during the building process. These inspections may include: • Class 1 or 10 buildings (single dwelling, carport, garage, shed, swimming pools etc.) • Prior to pouring in-situ reinforced concrete building element • Prior to covering any stormwater drainage connections • After building work has been completed and prior to occupation certificate being issued in relation to the building.
Other Inspections
In addition to Mandatory Inspections, the Council may require other inspections to be carried out and these are charged in accordance with Council's Fees and Charges Schedule.
Concurrent Inspection
The next nominated inspection after the first nominated inspection may be carried out concurrently nut only with the agreement of the PC. The concurrent inspection will be charged as per Council's Fees and Charges Schedule. All other nominated inspections must be carried out separately. Council as the PC must carry out the final inspection in order to issue the required Occupation Certificate.
Notice Before Inspection
The Owner must ensure that the Principal Contractor (i.e. the builder) provides Council with a minimum 48 hours notice (excluding weekends and public holidays) when each critical stage inspection is ready to inspect. All critical stage inspections must be carried out to allow for the Occupation Certificate to be issued allowing occupation of the building. To notify Council that works are ready for inspection, telephone Council on 1300 434 434 from 8:30am - 5:00pm Monday to Friday or council@northernbeaches.nsw.gov.au
Approval of Inspections
Until Council has confirmed in writing that it is satisfied with each stage of construction, building work may not continue to the next stage of construction. If Council is not satisfied with the relevant stage of construction work, it will notify the Owner in writing and inform them of the reasons for this and the need (if any) to carry out a re-inspection.
Payment for Inspections
In regards to the critical stage inspections, payment in full must be forwarded to Council before any site inspections can take place and prior to commencement of works on site. Please refer to Council's Fees and Charges Schedule.
Missing Critical Stage Inspections
If any critical stage inspection applicable to the development is not carried out by reason of not notifying the PC, or some other circumstances, the Owner must submit in writing to the PC the specific reason(s) why the inspection was missed. If the PC is not satisfied with the reason then it may not be in a position to issue the required Occupation Certificate. The appropriate form for missed inspections is available on Council's website. If Council is required to carry out additional or re-inspections, a further charge will apply as per Council's Fees and Charges Schedule.
Documentation
Prior to the commencement of construction, or at any stage of construction, Council may ask the owner to provide specialist reports, plans, specifications and certification of building materials, process of works etc. Typical documents include structural engineering and other specialist details, survey reports, compliance certificates and fire safety certificates. Any compliance certificates or other certification required must be prepared by an accredited certifier or other suitably qualified person and must reference the relevant provisions of the BCA, Australian Standards and approved drawings to the Satisfaction of Council. Note: It is an offence to knowingly make a false or misleading statement in an important aspect, or in connection with any document lodged with a certifying authority for purposes of the Environmental Planning and Assessment Act 1979 or the Environmental planning and Assessment Regulation 2000.
The Owner's Responsibilities
The owner must: • Ensure that a sign is erected in a prominent position on site showing the name and telephone number (outside of working hours) of the principal contractor (builder) and stating that unauthorised entry to the site is prohibited. • Ensure that the Principal Contractor is advised of the inspections required by Council and that the directions of Council are to be observed to ensure compliance with the approvals, construction certificate, BCA and the terms of the agreement. • Notify at least 48 hours before each stage of construction for which Council requires an inspection to be carried out. • Provide any specialist reports, plans, specifications and certification of building materials, process of works requested by Council at any stage of construction prior to issue of an occupation certificate.

Part 5: Principal Certifying Authority Service Agreement continued

The Owner's responsibilities continued
• Comply with all relevant legislation and approvals relating to the subject development. • Inform Council of any known breach of any relevant legislation or matter that may require rectification or remediation as soon as practicable but not less than twenty-four (24) hours after the Owner becomes aware of the breach or matter. • Pay the service and inspection fees detailed in Council's Fees and Charges Schedule. Note: To vary and modify a condition of consent requires the submission and approval of an application under Section 68 of the Local Government Act 1993.
For further information, contact Council on 1300 434 434 from 8.30am - 5pm Monday to Friday or council@northernbeaches.nsw.gov.au

Part 6: Signatures and agreement

Date of agreement				
This agreement is made on		day of		20
Agreement of Client				
The Owner OR the person having the benefit of the Section 68 Approval is required to complete, sign and return this form to Council.				
This agreement is signed and executed by or on behalf of the Council or the person having the benefit of Development Consent				
Signature			Date	
Agreement of Council				
This agreement is signed and executed by or on behalf of the Council or the person having the benefit of Development Consent				
Signature			Date	