Principal Certifying Authority

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	2004
TRIM Ref.	
Last updated	July 2025
Business Unit	Environmental Compliance
Application No.	P C A 2 0 /
	D A 2 0 /
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	
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.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

About this form

1. Use this form to appoint Northern Beaches Council as the Principal Certifier (PC) for a new building development.
2. Use this form for the appointment of Council to replace a Private Certifier (ie transfer of the PC role to Council).
3. The owner(s) and not the builder, must sign and complete this form.

Part 1: Application and site details

1.1 Land to be developed - we need this information to correctly identify the land			
Unit / House number			
Street			
Suburb		Postcode	
Lot + DP/SP Number			
1.2 Work proposed - please tick appropriate box. Please provide a brief description of the work to be carried out.			
Type	◯ Building	◯ Subdivision	
Value of works (include full cost of labour and materials)		$	

Part 2: Development details

2.1 Development Approvals granted	
Provide specific application/approval numbers relevant to the subject development.	
Development application number	
Date consent was granted	
And Construction certificate no.	
Date certificate was issued	
Or Complying development certificate number.	
Date certificate was issued	

2.2 Appointment of PC	
Please tick the appropriate box	
I have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work.	◯
I have appointed a Principal Certifier	◯
Name of PC	
Accreditation no. of the certifier	

2.3 Residential building work				
Please tick the appropriate box.				
Please 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 going to build a house or other dwelling or alter or add to a dwelling?	Yes	◯		
	No	◯	Go to Part 2.4 Commencement date	
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) (go to Part 2.4 Commencement date				
If no, what is the name of the builder?				
What is his/her phone no?				
What is his/her 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?	Yes	◯		
	No	◯	(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).	

2.4 Commencement date	
Date the work will commence	
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 Northern Beaches Council.	

Part 3: Checklist

Please tick the appropriate box.				
Have you met all relevant conditions?	Yes	◯	No	◯
Have you paid all relevant fees associated with your consent? This includes long service levy, inspections, S7.11 contributions and bonds (if applicable)	Yes	◯	No	◯
One of the following must be attached, Current copy of owner builder permit?	Yes	◯	No	◯
Builders insurance for residential works> $20,000?	Yes	◯	No	◯
Quote from builders for costs of works< $20,000?	Yes	◯	No	◯

Part 4: Site and application details

5.1 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.

Your builder cannot complete this for you as per Section 6.5 of the Environmental and Planning Assessment Act 1979

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	
Private number		Business number	
Mobile number			
Contact person			
Email			

Principal Certifier Authority Service Agreement

northern beaches council

Part 5: Principal Certifier Service Agreement

This agreement applies where a person with the benefit of development consent (Owner) appoints Northern Beaches Council (Council) as the Principal Certifier (PC)
The agreement sets out: • The services Council provides when appointed as PC; and • 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 & S6.12) of the Environmental Planning & Assessment Act 1979. Note that "Owner" refers to the person having the benefit of development consent or complying development certificate for development involving building work or subdivision 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 or Subdivision Work to Council.
Council's Services and Responsibilities as PC
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 consent 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. 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.

Inspections

Mandatory Inspections
Council will undertake mandatory critical stage building inspections where applicable during the building process. These inspections may include: Class 1 or 10 building: (single dwelling, carport, garage, shed, swimming pools) • After excavation for, and prior to the placement of any footings; • Prior to pouring in-situ reinforced concrete building element; • Prior to covering of the framework of any floor, wall, roof or other building element; • Prior to covering waterproofing in wet areas; • Prior to covering any stormwater drainage connections; • In the case of a swimming pool, after construction is completed and the barrier (if required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water; • After building work has been completed and prior to occupation certificate being issued in relation to the building;

Inspections continued

Class 2, 3 or 4 building (flats, boarding houses, residential parts of hotels, motels, schools)

- After excavation for, and prior to the placement of any footings;
- Prior to pouring in-situ reinforced concrete building element;
- Prior to covering of the framework of any floor, wall, roof or other building element
- Prior to covering waterproofing in wet areas for a minimum of 10% of rooms with wet areas within a building;
- 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

Class 5, 6, 7, 8 or 9 buildings (office, shop, car park, hospital, school, church, theatres)

- After excavation for, and prior to the placement of any footings;
- Prior to pouring in-situ reinforced concrete building element;
- Prior to covering of the framework of any floor, wall, roof or other 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, Council may require other inspections to be carried out.

Concurrent Inspection

The next nominated inspection after the first nominated inspection maybe carried out concurrently but only with the agreement of the PC. The concurrent inspection will be charged as per Council's Fees and Charges. 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 8.30am to 5.00pm Monday to Friday or email 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. Please refer to Council's Fees and Charges for the cost of inspections.

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.

If Council is required to carry out additional or re-inspections, a further charge will apply as per Council's Fees and Charges.

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. 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

Inspections continued
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 valid public liability insurance cover to the value of $10,000,000 (minimum) is held by the owner/builder; • 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 development consent, 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; • Comply with all relevant legislation, consents 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 Schedule of Fees and Charges • The building site must have good housekeeping and meet the safety requirements under the WHS Act 2011 for Council staff to enter. Note: Council staff or its contractors have the right to refuse entry onto the site if it is deemed by them to be unsafe. Note: To vary and modify a condition of consent requires the submission and approval of an application under S4.55 of the Environmental Planning and Assessment Act 1979;
Replacing Council as PC
If the Owner wishes to at any stage after appointment to replace Council with another PC it will need Council's authority in writing to do so.
Further Information
For further information please contact Council between 8.30am and 5.00pm Monday to Friday on 1300 434 434 or email council@northernbeaches.nsw.gov.au

Date of agreement					
This agreement is made on		Day of		20	

The owner or the person having the benefit of the development consent is required to sign and return to Council prior to Council signing this agreement.

Agreement of Client/declaration	
This Agreement is signed and executed by or on behalf of the owner or the person having the benefit of the development consent.	Signature:
I/We have freely chosen to engage Northern Beaches Council and it's Registered Certifiers; and I/We have read the contract and any accompanying documentation and understand my/our roles and responsibilities and those of the Registered Certifiers.	Print name:

Agreement of Council	
This Agreement is signed and executed by or on behalf of the Council	Signature:
	Print name:
	Registration Accreditation No:

Part 7: Dictionary

Accredited certifier means the holder of a certificate of accreditation as an accredited certifier under the BP Act.

Applicable environmental planning instrument means the State Environmental Planning Policy or the Local Environmental Plan nominated by the Client as the instrument against which an application for a complying development certificate is to be assessed.

BASIX means the Building Sustainability Index.

BCA means the Building Code of Australia.

BP Act means the Building Professionals Act 2005.

Certification work means:
a) the determining of an application for a development certificate
b) the issue of a development certificate
c) carrying out the functions of a PC
d) carrying out of inspections for the purposes of section 6.5 of the EP&A Act
e) carrying out inspections under section 22 Swimming Pools Act 1992 and issuing certificates of compliance under that Act.

Contractor license means a license issued under the Home Building Act 1989.

Development certificate means:
a) a certificate under Part 6 of the EP&A Act, being:
- a construction certificate
- a compliance certificate
- a sub-division certificate
- an occupation certificate

b) a complying development certificate
c) a strata certificate issued under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986.

EP&A Act means the Environmental Planning and Assessment Act 1979.

EP&A Regulation means the Environmental Planning and Regulation 2000.

Owner-builder permit has the meaning given to it by the Home Building Act 1989.

PC means a principal certifier appointed under section 6.5 of the EP&A Act.