



# **Principal Certifying Authority Inspection and Certification Service Policy**

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**ATTACHMENTS**

- A Inspection Quotation
- B Notice To Commence Building or Subdivision Work and Appointment  
Of a Principal Certifying Authority
- C Occupation Certificate

## **1. DEFINITIONS**

For the purposes of this Policy the following definitions apply:

### **1.1 Compliance Certificate**

These are certificates issued by the Principal Certifying Authority and relate to:

- completion of specified building work subject of building inspections
- compliance with conditions for specified building work
- classification of a building
- compliance with Regulations.

### **1.2 Inspections**

- Inspection of various stages of the building under construction is currently required in accordance with Council's Policy - Building Matters (and may in the future be required under the provisions of a Development Control Plan).
- Inspections relating specifically to the structural integrity of the building may be carried out by a Principal Certifying Authority appointed by "The Person".
- Inspections involving work requiring connection to services owned by the Water Sewer and Stormwater Drainage Authority (Queanbeyan City Council) can only be carried out by authorised officers employed by the Water Sewer and Stormwater Drainage Authority (Queanbeyan City Council).
- Inspections involving health issues (eg. septic tanks, food premise fit out) can only be carried out by authorised officers employed by Queanbeyan City Council.

### **1.3 Occupation Certificate**

This certificate, issued by the Principal Certifying Authority, authorises:

- occupation or use of a new building, or
- change of use of an existing building.

### **1.4 The Person**

The person who proposes to carry out development involving building work is taken by Council as being the person who:

- engaged the certifying authority, (whether Council or an accredited certifier) to issue the consent for Complying Development,
- submitted the Development Application to Council for consent for Local Development or Integrated Development,
- submitted the Development Application to the principal office of the Department of Urban Affairs and Planning for consent for Development of State Significance.

### **1.5 Principal Certifying Authority**

This is the authority appointed by "the person" proposing to carry out building work to issue Compliance Certificates and the Occupation Certificate.

The "Principal Certifying Authority" may be either:

- Council, or
- a (private) Accredited Certifier

### **1.6 Water Sewer and Stormwater Drainage Authority**

This authority within the city limits of Queanbeyan is Queanbeyan City Council.

## **2. INTRODUCTION**

- The amendments to the *Environmental Planning and Assessment Act 1979* provide for the appointment by the person, (hereafter known as “The Person”), who proposes to carry out development involving building work subject of a Development Consent, of a “Principal Certifying Authority” to be responsible for the issue of:
  - ⇒ Inspection Advice Sheets relating to inspection of various stages of construction of the building,
  - ⇒ the Occupation Certificate upon completion of the building work.
- This Policy is to define:
  - a) the extent of the service Council offers as a “Principal Certifying Authority”,
  - b) the responsibilities of Council as a “Principal Certifying Authority” in relation to inspection of the various stages if a building under construction,
  - c) the requirements for appointing Council as the “Principal Certifying Authority”,
  - d) the responsibility of “The Person” (being the person who proposes to carry out development involving building work), to Council as the “Principal Certifying Authority”,
  - e) the stage and type of work requiring inspections.

## **3. THE EXTENT OF THE SERVICE**

- Council offers a service in relation to both Inspection Advice Sheets, (which involves inspection of the various stages of a building under construction), and the Occupation Certificate, (which involves inspection of the building on completion of building work), whereby Council will:
  - Carry out inspections within a guaranteed time frame,
  - Supply onsite notification of the results of the inspection,
  - Supply written advice as to the results of the inspection within a guaranteed time frame.

## **4. RESPONSIBILITES OF COUNCIL**

- When “The Person” appoints Council as the Principal Certifying Authority, Council will be obliged to deliver a service whereby Council will:
  - Carry out the requested inspection within forty eighty (48) hours, (excluding weekends), of receipt of notification:
    - by mail that the work is ready to inspect,
    - by facsimile that the work is ready to inspect,
    - by telephone that the work is ready to inspect,
    - in person that the work is ready to inspect, and
  - Supply onsite notification of the results of the inspection by either:
    - written site notice given to the owner or builder on site at the time of inspection, or
    - written site notice attached to the work being inspected, or
    - any combination of the above as the inspecting officer sees fit, and
  - Supply:
    - “The Person” with an Inspection Advice Sheet indicating the particular work inspected is satisfactory, and

- the owner (if not “The Person” with a copy of the Inspection Advice Sheet indicating the particular work inspected is satisfactory, and
- the builder (if any and if not “The Person”), with a copy of the Inspection Advice Sheet indicating the particular work inspected is satisfactory,

within one working day of the inspection being carried out where communication by facsimile is available, or

- Where requested, post to:
  - “The Person” the Inspection Advice Sheet indicating the particular work inspected is satisfactory, and
  - the owner (if not “The Person”) with a copy of the Inspection Advice Sheet indicating the particular work inspected is satisfactory, and
  - the builder (if any and if not “The Person”), with a copy of the Inspection Advice Sheet indicating the particular work inspected is satisfactory,

within two working days of the inspection being carried out where communication is only available by mail, or

- Advise:
  - “The Person” in writing on the Inspection Advice Sheet as to the reason why the work subject of the inspection was unsatisfactory, the need (if any) to carry out the inspection again and the additional fee (if any) applying to the reinspection (if any), and
  - the owner (if not “The Person”), with a copy of the reason why the work subject of the inspection was unsatisfactory, the need to carry out the inspection again and the additional fee (if any) applying to the reinspection (if any), and
  - the builder (if any and if not “The Person”), with a copy of the reason why the work subject of the inspection was unsatisfactory, the need to carry out the inspection again and the additional fee (if any) applying to the reinspection (if any),

within one working day of the inspection being carried out where communication by facsimile is available, or

- Where requested, post to:
  - “The Person” the Inspection Advice Sheet as to the reason why the work subject of the inspection was unsatisfactory, the need to carry out the inspection again (if any) and the additional fee (if any) applying to the reinspection (if any), and
  - the owner (if not “The Person”), with a copy of the Inspection Advice Sheet as to the reason why the work subject of the inspection was unsatisfactory, the need to carry out the inspection again (if any) and the additional fee (if any) applying to the reinspection (if any), and
  - the builder (if any and if not “The Person”), with a copy of the Inspection Advice Sheet as to the reason why the work subject of the inspection was unsatisfactory, the need to carry out the inspection again (if any) and the additional fee (if any) applying to the reinspection (if any).

## **5. APPOINTING COUNCIL AS THE PRINCIPAL CERTIFYING AUTHORITY**

- Council will submit a quote for the work involved in carrying out the inspections listed as required by the terms of the Complying Development Certificate or the Development Consent.
  - This quote will cover:

- inspections relating specifically to the structural integrity of the building that may be carried out by a Principal Certifying Authority appointed by “The Person”.
  - inspections involving work requiring connection to services owned by the Water Sewer and Stormwater Drainage Authority (Queanbeyan City Council) that can only be carried out by authorised officers employed by the Water Sewer and Stormwater Drainage Authority.
  - inspections involving health issues (eg septic tanks, food premise fit out) that can only be carried out by the authorised officers employed by Queanbeyan City Council.
- “The Person”:
    - if satisfied with the quote may accept the quote and appoint Council as the Principal Certifying Authority by completion of the Principal Certifying Authority Agreement Form and submission of the form to Council together with payment in advance for the inspections and Certificates listed in the quotation.
  - “The Person”:
    - if not satisfied with the quote may decline to appoint Council as the Principal Certifying Authority.
    - must engage Council to carry out those inspections listed separately in the quote which can only be carried out by Council as the Water Sewer and Stormwater Authority.
    - must engage Council to carry out those inspections listed separately in the quote which can only be carried out by Council in relation to health matters.

**Note 1.** Council is the sole authority available to carry out inspections relating to Council’s role as the *Water Sewer and Stormwater Authority* and *Health Authority* and must be engaged to carry out those inspections listed separately in the quote.

**Note 2.** Council must be engaged at least two days prior commencement of work to carry out those inspections listed separately in the quote and relating to Council’s role as the *Water Sewer and Stormwater Authority* and *Health Authority*.

**Note 3.** Council must be engaged to carry out those inspections listed separately in the quote by:

- completion of the Inspection Agreement form, and
- submission of the form to Council, and
- payment of the amount quoted for the *Water Sewer and Stormwater Authority/Health Authority* inspections.

**Note 4.** Failure to engage Council to carry out inspections relating to its role as the *Water Sewer and Stormwater Authority* and *Health Authority* will result in the issue of notices/orders by Council and may result in legal proceedings being initiated and occupancy of the building being prevented.

## 6. THE STAGE AND TYPE OF WORK REQUIRING INSPECTION

- Where development is Complying Development - the stages at which the building under construction should be inspected as well as the types of inspection that should be carried out will be listed in the Development Control Plan - “Complying Development”.
- Where Council is the Consent Authority for development other than Complying Development - the stage at which the building under construction must be inspected as well as the type of inspection that must be carried out will be attached as a quote with the Development Consent.

- The Stages at which inspections may be required to be carried out, as listed in Council's Policy - Building Matters (and which may in the future be listed in a Development Control Plan), are reproduced hereunder.
- Inspection stages are broadly grouped as follows:
  - Foundation
  - Sanitary Plumbing/Drainage
  - Reinforced concrete
  - Presheet
  - Stormwater
  - Wet Sealing
  - Final
- The Type of Inspection that may be required to be carried out, as listed in Council's Policy - Building Matters (and which may in the future be listed in a Development Control Plan), are reproduced hereunder.

**Note 1**

The list of Inspection Types under the identified Inspection Stages is intended to be definitive but should not be assumed as being exhaustive. Particular circumstances could necessitate Council imposing additional inspection requirements.

The complexity of the Final Inspection will depend on the complexity of the work subject of the Development Consent and may require input from persons qualified to certify:

- structural adequacy of various building components (if not certified at an earlier inspection),
- actual location of the building components (if not certified at an earlier inspection),
- type of termite treatment installed components (if not certified at an earlier inspection),
- adequacy of the wet seal as installed in wet areas in the building components (if not certified at an earlier inspection),
- adequacy of electrical essential service installations components (if not certified at an earlier inspection),
- adequacy of landscaping as performed,
- suitability of vehicular access driveway and footpath crossing,
- compliance with or satisfaction of health issues.

**A. Foundation**

- 1) the strip footing excavations with reinforcing steel, bar chairs, leveling pegs and steps (if any) in position.
- 2) the column footing excavations with reinforcing steel, bar chairs and leveling pegs in position.
- 3) the column/pier footing excavations.
- 4) the retaining wall footing excavations with reinforcing steel, bar chairs and leveling pegs in position.
- 5) the raft slab on ground with protection from subterranean termites, waterproof membrane, reinforcing steel, bar chairs, footing thickenings, supporting piers (if any) and formwork in position.
- 6) the infill slab on ground with protection from subterranean termites, waterproof membrane, reinforcing steel, bar chairs, supporting piers (if any) and formwork in position.
- 7) the infill slab on ground with waterproof membrane, reinforcing steel, bar chairs, and formwork in position.
- 8) the foundation walls, piers, antcapping and floor frame.
- 9) the piers, antcaps and tiedown to the transportable building.
- 10) the swimming pool excavation (prior to installation of the preformed swimming pool shell).
- 11) the swimming pool excavation with reinforcing steel, bar chairs, formwork, pool electrical wiring (if any) and pool water circulation plumbing in position.
- 12) the preformed swimming pool shell bond beam with reinforcing steel, bar chairs and formwork in position.

**B. Sanitary Plumbing/Drainage**

**Note 2**

Inspections 1-4 may be carried out only by officers employed by Water, Sewer and Stormwater Drainage Authority (Queanbeyan City Council).

Inspections 5-8 may be carried out only by officers employed by Queanbeyan City Council.

- 1) internal sanitary drainage (when completed and under water test). (Water Sewer and Stormwater Drainage Authority ONLY)
- 2) external sanitary drainage (when completed and under water test). (Water Sewer and Stormwater Drainage Authority ONLY)
- 3) internal and external sanitary drainage (when completed and under water test). (Water Sewer and Stormwater Drainage Authority ONLY)
- 4) sanitary plumbing (when completed and under water test). (Water Sewer and Stormwater Drainage Authority ONLY)
- 5) septic tank, effluent disposal system, internal and external sanitary drainage (when completed and under water test). (Council ONLY)
- 6) septic tank, effluent disposal system and external sanitary drainage (Council ONLY)
- 7) aerated wastewater treatment unit, effluent disposal system, internal and external sanitary drainage (when completed and under water test). (Council ONLY)
- 8) aerated wastewater treatment unit, effluent disposal system and external sanitary drainage (when completed and under water test). (Council ONLY)
- 9) roof stormwater drainage (when completed).
- 10) roof and yard stormwater drainage (when completed).
- 11) roof stormwater drainage and dispersal pit (when completed).
- 12) roof and yard stormwater drainage and dispersal pit (when completed).

- 13) stormwater drainage, silt arrestor/surcharge pit, and street gutter/table drain discharge connection (when completed).

**C. Reinforced Concrete**

- 1) the suspended slab with structural steel beams (if any), formwork, reinforcing steel and bar chairs in position.
- 2) the suspended slab with structural steel sheeting, structural steel beams (if any), supports, reinforcing steel and bar chairs in position.
- 3) the columns with formwork, reinforcing steel and spacer bars in position.
- 4) The retaining wall with reinforcing steel, bar chairs or spacer bars and subsoil drainage in position.
- 5) the retaining wall with cement blocks, reinforcing steel, and subsoil drainage in position.

**D. Presheet**

**Note 3**

Inspections 1-5 may be carried out only by the Principal Certifying Authority.

Inspection 6 may be carried out only by officers employed by the Water Sewer and Stormwater Drainage Authority (Queanbeyan City Council).

- 1) the building framework above ground floor level including holding down anchors and bracing and wet area treatment (if any).
- 2) the building framework above ground floor level including holding down anchors, bracing, flashing or vermin proofing and wall ties to the brick veneer external wall, and wet area treatment (if any).
- 3) the building framework including the foundation walls, piers, antcapping, floor frame, wall frame, holding down anchors, bracing, roof frame and wet area treatment (if any).
- 4) the building framework including the foundation walls, piers, antcapping, floor frame, wall frame, holding down anchors, bracing, flashing or vermin proofing and wall ties to the brick veneer external wall, roof frame and wet area treatment (if any).
- 5) the building roof frame and wet area treatment (if any).

**E. Final.**

**Note 4**

Inspections 1-9 may be carried out only by the Principal Certifying Authority.

Inspection 10 may be carried out only by officers employed by the Water Sewer and Stormwater Drainage Authority (Queanbeyan City Council).

**Note 5**

Issue of the Occupation Certificate depends upon this inspection being satisfactory.

For the Final Inspection to be satisfactory, in addition to the inspection itself, all information, certificates, reports and the like required as a result of conditions attached to the Complying Development Certificate or

Development Consent and Construction Certificate, as well as any outstanding information, certificates, reports and the like required as a result of previous inspections must be available at the time of the Final Inspection

- 1) the whole of the Class 10a building.
- 2) the alteration/addition/extension to the Class 10a building.
- 3) the whole of the Class 10b (swimming pool).
- 4) the whole of the Class 1a building (Dwelling House/Attached Dwellings) and Class 1b building (Boarding House).
- 5) the alteration/addition/extension to the Class 1a building (Dwelling House/Attached Dwellings) and Class 1b building (Boarding House).
- 6) the whole of the Class 2 building (Residential Flats).
- 7) the alteration/addition/extension to the Class 2 building (Residential Flats)
- 8) the whole of the Class (3-9) building (*insert type of building*)
- 9) the alteration/addition/extension to the Class (3-9) building (*insert type of building*).
- 10) the water plumbing including fittings, water meter and hot water heater; sanitary plumbing/drainage including fixtures, vent pipes and collars to the overflow relief gully, inspection openings and the inspection riser; stormwater drainage.

**ATTACHMENT A**

«Application\_Number»  
«Document\_Issue\_Date»

**INSPECTION QUOTATION**

«Applicant\_Name»  
«Applicant\_Address»

**DEVELOPMENT CONSENT «APPLICATION\_NUMBER»  
«PRIMARY\_PROP\_ADDRESS»**

Dear Sir/Madam

Enclosed is a quotation for inspections and issue of appropriate inspection reports in relation to the above development.

The amount payable for Council :-

- to carry out ALL inspections as your Principal Certifying Authority (PCA), including those relating to Council's role as the Water Sewer and Stormwater Authority and Health Authority including GST is: \$ \*\*\*\*\*

**OR**

- to carry out ONLY the inspections relating to Council's role as the Water and Sewer and/or Health Authority: \$ \*\*\*\*\*

**Please note that as from 1 July 2004 the nominated Principal Certifying Authority is to conduct inspections on the wet area waterproofing and stormwater drainage.**

To nominate Council as your PCA, sign the attached Agreement and submit it together with Form 7 (Notice of Commencement/Nomination of PCA form) to Council, and the appropriate amount payable.

**If Council is not appointed as your Principal Certifying Authority, the fee for Council to carry out inspections as the Water and Sewer Authority and/or Health Authority MUST BE PAID prior to works commencing.**

Council's policy "Principal Certifying Authority - Inspection and Certification Service" is attached and details the extent of service Council will provide as the Principal Certifying Authority; the Water and Sewer Authority or the Health Authority.

Should you have any further enquiries please contact «Responsible\_Officer» of Council's Environmental Services on 6298 0244 between 8.30am & 10.30am.

Yours faithfully

M J THOMPSON  
DIRECTOR ENVIRONMENTAL SERVICES

PER .....

**Inspections carried out by Council as the  
Principal Certifying Authority**

		<b>FEE per insp'n</b>
<b>Inspection Stage</b>	<b>Inspection Type</b>	<b>\$</b>
Footings	Strip Footings	****
	Column/Pier Footings	
	Retaining Wall Footings	
	Raft Slab	
	Infill Slab	****
	Sub-floor Frame	
	Swimming Pool Excavation/Steel	
Reinforced Concrete	Suspended Slab	
Presheet	Building (Wall and Roof) Framework	****
	Roof Frame	
Wet Area	Water proofing of wet areas	****
Stormwater	Stormwater drainage	****
Final	Whole of the Class **** Building	****
	Alteration/Addition to the Class **** Building	
<b>Sub Total 1</b>		****

**Tax Invoice  
QCC ABN No.  
12 842 195 133**

**GST applicable**

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**Inspections carried out by Council as the  
Water & Sewer Authority**

<b>Inspection Stage</b>	<b>Inspection Type</b>	<b>Discount (if PCA is Council) \$</b>	<b>Ordinary FEE per insp'n \$</b>
Sanitary Drainage	Internal Drainage		
	External Drainage		
	External Drainage to Pool Gully		
	Internal and External Drainage	****	****
Sanitary Plumbing	Water Plumbing Rough-In	****	****
	Sanitary Plumbing		
Final	All Plumbing and Drainage	****	****
<b>Sub Total 2</b>		****	
<b>Sub Total 2.1</b>			****

**Inspections carried out by Council as the  
Health Authority**

<b>Inspection Stage</b>	<b>Inspection Type</b>	<b>Discount (if PCA is Council) \$</b>	<b>Ordinary FEE per insp'n \$</b>
Waste Water/Effluent Treatment	Waste Water Treatment Unit Installation		
	Effluent Disposal System Installation		
	Waste Water Treatment Unit and Effluent Disposal System Installation		
Final	Food Premise Fitout		
	Swimming Pool and Fencing		
<b>Sub Total 3</b>			
<b>Sub Total 3.1</b>			

The amount payable if Council is appointed as Principal Certifying Authority is set out as follows:

Inspections as Principal Certifying Authority	Sub Total 1	****
Inspections as Water and Sewer Authority	Sub Total 2	****
Inspections as Health Authority	Sub Total 3	****
Administration charge for receipt and registration of documentation	Sub Total 4	****
<b>TOTAL AMOUNT PAYABLE INCLUDING GST</b>		****

The amount payable for inspections required to be carried out ONLY by Council, if Council is not appointed as Principal Certifying Authority is set out as follows:

Inspections as Water and Sewer Authority	Sub Total 2.1	****
Inspections as Health Authority	Sub Total 3.1	****
Administration charge for receipt and registration of documentation.	Sub Total 4	****
<b>TOTAL AMOUNT PAYABLE</b>		****

**NOTE :**

1. This quotation is valid for **6 months** from the date of issue shown below.
2. The amount payable **must** accompany either the Principal Certifying Authority Agreement or the Water Sewer and Stormwater Inspection Agreement for that agreement to be valid.
3. The first quotation is based on the premise that Council will be appointed as the Principal Certifying Authority, which permits Council to provide a discount for those inspections required to be carried out by Council as the Water Sewer and Drainage Authority and the Health Authority.
4. The second quotation is based on the premise that Council will not be appointed as the Principal Certifying Authority, which means Council cannot provide a discount for those inspections required to be carried out by Council as the Water Sewer and Drainage Authority and the Health Authority.
5. Plumbers seeking a Plumbing and/or Drainage Permit will be required to pay the appropriate inspection fee/s where they remain unpaid on the date the application for the Plumbing Permit is made.

Where Council is appointed your Principal Certifying Authority, the following items will be required to be complied with and are brought to your attention:

- (a) The following inspections are required to be carried out by Council, and an inspection report is to be issued in respect of each inspection:
- (i) At the commencement of work;
  - (ii) Pier holes, pads or bulk piers before concrete is poured;
  - (iii) Trenches with reinforcement steel in position;

- (iv) Concrete slabs with reinforcement steel in position;
  - (v) Stormwater drainage prior to backfilling trenches or covering;
  - (vi) Swimming pool reinforcement steel in position before concrete is poured;
  - (vii) Termite barrier - the type of barrier used is to be specified on the compliance certificate;
  - (viii) Framework before fixing of internal linings;
  - (ix) Wet area Flashing before laying tiles (or other finish);
  - (x) Pool fencing before filling the pool with water; and
  - (xi) Final inspection before the structure is occupied or used.
- (b) The following inspections are required to be carried out by Council Inspectors and can be arranged by contacting Council's Environmental Services Department. Where Council is not the Principal Certifying Authority, an additional fee for each inspection will apply:
- (i) Sanitary drainage under hydrostatic test and prior to backfilling trenches or covering;
  - (ii) Hot and cold water plumbing under pressure test prior to covering;
  - (iii) Internal drainage stackwork under hydrostatic test prior to covering; and
  - (iv) The installation of the septic tank and any sullage trenches prior to backfilling or covering.
- (c) A site classification issued by a practising structural engineer or geotechnical engineer is to be provided to the Council prior to or at the time of inspection of footings or the raft slab.
- (d) Where the fill under slab exceeds 400mm in depth, the reinforced concrete slab and footing/foundations design must be prepared and certified by a practising structural engineer.

*Note: The details must be prepared and supplied to the principal certifying authority before inspection of the work is carried out.*

- (e) The building must be set out by survey.
- (f) Termite protection must be provided in accordance with the provisions of AS3660.1 "Protection of Buildings from Subterranean Termites Part 1 - New Buildings" and in accordance with Council's Termite Protection Policy.

A durable notice confirming Termite Protection must be permanently installed in the meter box in accordance with the relevant part of the Building Code of Australia.

- (g) The wall frame bracing diagram must be available to Council prior to that stage of the construction.
- (h) The roof truss frame layout diagram including location and type of connectors as well as the manufacturers certification must be available to the Council prior to inspection of that stage of the construction.
- (i) Mechanical ventilation complying with the relevant part of the BCA must be provided to WC.
- (j) The door to a fully enclosed sanitary compartment must open outwards, slide or be readily removable from the outside of the compartment, unless there is a clear space of at least 1.2m between the closet pan and the nearest part of the door.
- (k) A continuous balustrade must be provided along the side of any stairway, balcony, verandah or the like where any level is more than 1 m above the adjoining floor or finished ground level and:-
- (i) the height of a balustrade must be not be less than 865 mm above the nosings of any stair treads and 1 m above the floor of any access path.
  - (ii) openings in balustrades (including decorative balustrades) must be constructed so that any opening does not permit a 125 mm sphere to pass through it.
- (l) Smoke alarms must be installed in the building and must:
- (i) comply with the requirements of the BCA, and
  - (ii) comply with AS 3786 or be listed in the SSL register of accredited products, and
  - (iii) be connected to the consumer mains electrical system, where consumer mains power is provided, and
  - (iv) be provided with battery backup.

- (m) A certificate from a licenced electrician verifying that the smoke alarms are connected to the mains electrical system in the building in accordance with the requirements of AS 3000 (excluding Clause 2.19) must be submitted to the Council prior to occupation of the building.

I, being the person who proposes to carry out development (Consent No «Application\_Number») at «PRIMARY\_PROP\_ADDRESS» hereby accept the quotation from Queanbeyan City to carry out inspections as the Principal Certifying Authority, Water and Sewer Authority and/or Health Authority. I agree to appropriately qualified officers of Council carrying out the inspections as detailed in Councils quotation dated «Document\_Issue\_Date».

1. In accepting the service offered by Council I understand that my responsibilities are:-
  - 1.1 To pay in advance the fees listed in the quotation attached to this Agreement,
  - 1.2 To ensure any work subject of a request for inspection is in fact completed and ready for inspection,
  - 1.3 To supply the following information and/or certification to Council at the relevant stage of construction or upon request:
    - (a) a site classification in accordance with AS 2870 completed by a geotechnical engineer or structural engineer prior to inspection of footings or raft slab.
    - (b) roof truss layout diagram and design criteria certification from the roof truss manufacturer at the time of pre-sheet inspection.
    - (c) a bracing plan prepared by a structural engineer or where prefabricated frames are used the frame manufacturer's details/specifications prior to presheet inspection.
    - (d) a survey certificate prepared by a registered surveyor prior to occupation.
    - (e) smoke detector certification from a licenced electrician that the smoke detectors have been installed to relevant wiring standards and the building code prior to occupation.
    - (f) a certificate of the installed termite protection system by the installer prior to occupation
    - (g) a water meter form from the plumber prior to occupation (where applicable).
  - 1.4 To provide Council 48 hours notification :-
    - ◆ by telephone that the work is ready to inspect,
    - ◆ in person that the work is ready to inspect,
  - 1.5 To pay any additional fees resulting from work subject of inspection not being ready, or being defective at the time of inspection. I note that a decision relating to the necessity for reinspection will be the sole responsibility of Council's qualified officer.
  
2. In accepting the service offered by Council I understand Council will :-
  - 2.1 Carry out the requested inspection within forty eight hours, (excluding weekends), of receipt of notification :-
    - ◆ by telephone that the work is ready to inspect, or
    - ◆ in person that the work is ready to inspect.
  - 2.2 Supply on-site notification of the results of the inspection by leaving a white Inspection Advice Sheet and if deemed necessary by the Inspecting Officer, contact the owner, builder or applicant and give verbal advice of the result of the inspection.

SIGNED BY \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
SIGNATURE

IN THE PRESENCE OF \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
SIGNATURE

I, being the person who proposes to carry out development (Consent No «Application\_Number») at «PRIMARY\_PROP\_ADDRESS» hereby accept the quotation from Queanbeyan City to carry out inspections as the Principal Certifying Authority, Water and Sewer Authority and/or Health Authority. I agree to appropriately qualified officers of Council carrying out the inspections as detailed in Councils quotation dated «Document\_Issue\_Date».

1. In accepting the service offered by Council I understand that my responsibilities are:-
  - 1.1 To pay in advance the fees listed in the quotation attached to this Agreement,
  - 1.2 To ensure any work subject of a request for inspection is in fact completed and ready for inspection,
  - 1.3 To supply the following information and/or certification to Council at the relevant stage of construction or upon request:
    - (a) a site classification in accordance with AS 2870 completed by a geotechnical engineer or structural engineer prior to inspection of footings or raft slab.
    - (b) roof truss layout diagram and design criteria certification from the roof truss manufacturer at the time of pre-sheet inspection.
    - (c) a bracing plan prepared by a structural engineer or where prefabricated frames are used the frame manufacturer's details/specifications prior to presheet inspection.
    - (d) a survey certificate prepared by a registered surveyor prior to occupation.
    - (e) smoke detector certification from a licenced electrician that the smoke detectors have been installed to relevant wiring standards and the building code prior to occupation.
    - (f) a certificate of the installed termite protection system by the installer prior to occupation
    - (g) a water meter form from the plumber prior to occupation (where applicable).
  - 1.4 To provide Council 48 hours notification :-
    - by telephone that the work is ready to inspect,
    - in person that the work is ready to inspect,
  - 1.5 To pay any additional fees resulting from work subject of inspection not being ready, or being defective at the time of inspection. I note that a decision relating to the necessity for reinspection will be the sole responsibility of Council's qualified officer.
2. In accepting the service offered by Council I understand Council will :-
  - 2.1 Carry out the requested inspection within forty eight hours, (excluding weekends), of receipt of notification :-
    - by telephone that the work is ready to inspect, or
    - in person that the work is ready to inspect.
  - 2.2 Supply on-site notification of the results of the inspection by leaving a white Inspection Advice Sheet and if deemed necessary by the Inspecting Officer, contact the owner, builder or applicant and give verbal advice of the result of the inspection.

SIGNED BY \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
SIGNATURE

IN THE PRESENCE OF \_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
SIGNATURE

**ATTACHMENT B**



1

**NOTICE TO COMMENCE  
BUILDING OR SUBDIVISION WORK AND  
APPOINTMENT OF A  
PRINCIPAL CERTIFYING AUTHORITY**

OFFICE USE ONLY  
Date Received: \_\_\_\_\_

OB    INS    L/S    FEES    S94/64      Checking Officer: \_\_\_\_\_

This form can be used to :

- Notify the Council that you intend to commence building or subdivision work
  - Notify the Council and the authority that granted development consent or a complying development certificate that you have appointed a Principal Certifying Authority (PCA)
- To complete this form, please place a cross in the boxes and fill out the sections appropriate.

First Name: \_\_\_\_\_ Surname/Company

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PH: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF THE LAND TO BE DEVELOPED**

Address: \_\_\_\_\_  
\_\_\_\_\_

Lot No: \_\_\_\_\_ DP/SP: \_\_\_\_\_

**DESCRIPTION OF THE WORK PROPOSED**

Type of work proposed:

- Building
- Subdivision

Description of the Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF THE DEVELOPMENT CONSENT**

Development Application Number: \_\_\_\_\_ Date  
Granted: \_\_\_\_\_

**OR**

Complying Development Certificate Number: \_\_\_\_\_ Date  
Issued: \_\_\_\_\_

**Where a Construction Certificate has been issued for the building:**

Construction Certificate Number: \_\_\_\_\_ Date  
Issued: \_\_\_\_\_

- I have met all the conditions in the Development Consent or the Complying Development Certificate required to be satisfied before I can begin work

QUEANBEYAN CITY COUNCIL PO BOX 90 QUEANBEYAN NSW 2620 PH: (02) 6298 0266 FAX: (02) 6298 0246 E mail: [council@gcc.nsw.gov.au](mailto:council@gcc.nsw.gov.au)

**APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY**

I have appointed a Principal Certifying Authority (PCA)

Name of  
PCA: \_\_\_\_\_  
\_\_\_\_\_

Address of  
PCA: \_\_\_\_\_  
\_\_\_\_\_

Telephone No of  
PCA: \_\_\_\_\_

**Where the PCA is an Accredited Certifier**

Accreditation body of the  
Certifier: \_\_\_\_\_

Accreditation Number of the  
Certifier: \_\_\_\_\_

**SIGNATURE OF PRINCIPAL CERTIFYING AUTHORITY**

Where the Council is not the Principal Certifying Authority, the PCA must sign this Notice.

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 the Principal Certifying Authority for this development.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**COMPLETE THIS SECTION FOR RESIDENTIAL BUILDING WORK ONLY (EG DWELLING, GARAGE, PERGOLA, POOL ETC)**

1. Are you an owner-builder: **YES**  - Owner-Builder Permit No: \_\_\_\_\_ **NO**   
Note: If **YES** a copy of the owner-builder permit is required

**If the work is to be carried out by a licensed builder:**

Full Name of Licensed  
Builder: \_\_\_\_\_

Address of Licensed  
Builder: \_\_\_\_\_

Builders Telephone Number: \_\_\_\_\_ Builders Licence  
No: \_\_\_\_\_

Have you attached the Builders Home Building Act Indemnity Insurance to this notice?

YES                       NO

Builder – Is the work less than \$12,000?    YES                       NO

Owner-builder – Is the work less than \$5,000?    YES                       NO

**THE APPLICANT, OR APPLICANTS AGENT, MUST SIGN THIS NOTICE.**

Signature: \_\_\_\_\_ Name if not

Applicant: \_\_\_\_\_

If not the applicant, in what capacity are you signing? \_\_\_\_\_

Date work is to commence: \_\_\_\_\_

**PRIVACY POLICY**

The information you provide in this notice is required under *the Environmental Planning and Assessment Act 1979* if you are going to erect a building or carry out subdivision work. If you do not provide the information to the consent authority, you cannot commence the work. The information will be held by the consent authority and by the Council (if the Council is not the consent authority). Please contact the Council if the information you have provided in this notice is incorrect or changes.

**Note:** *Please ensure the copy is on white paper when faxing.*

**PROPERTY DETAILS**

«PRIMARY\_PROP\_DESCR»,  
 «PRIMARY\_PROP\_ADDRESS»

**APPLICANT**

**Name:** «Applicant\_Name»  
**Address:** «Applicant\_Address»  
  
**Owner/s:** «Owner\_Name»

**BUILDING DETAILS**

Whole of Building OR  Part of Building

Use  
 BCA Class

New \*\*\*\* Existing \*\*\*\*

**DEVELOPMENT DETAILS**

Complying Development Certificate N°  
**OR**  
 Consent N° «Application\_Number»  
 Date of Determination «Decision\_Date»

**TYPE OF CERTIFICATE SOUGHT**

- interim certificate  
 final certificate  
 FOR  
 change of building use of an existing building  
 occupation/use of a new building

**CONSTRUCTION CERTIFICATE DETAILS**

Certificate Number «Application\_Number»C  
 Date of Certificate «Decision\_Date»

**OFFICE USE ONLY**

- Interim Certificate  Approved  
 Final Certificate  Refused  
 Date received \*\*\*\*  
 Date of Determination \*\*\*\*

**CERTIFICATE**

**FINAL**

- Queanbeyan City Council certifies that:
- it has been appointed as the principal certifying authority under s109E
  - a development consent/complying development certificate is in force with respect to the building
  - a construction certificate has been issued with respect to the plans and specifications for the building
  - the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia
  - where required, a final fire safety certificate has been issued for the building

**INTERIM**

- Queanbeyan City Council certifies that:
- it has been appointed as the principal certifying authority under s 109e
  - it has taken into consideration the health and safety of the occupants of the building
  - a development consent or complying development certificate is in force with respect to the building
  - a construction certificate has been issued with respect to the plans and specifications for the building
  - the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia

**Policy  
All Divisions**

**Principal Certifying Authority Inspection  
and Certification Service Policy**

- where required, a report from the Commissioner of Fire Brigades has been considered

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

- where required, a final fire safety certificate has been issued for the relevant part of the building
- where required, a report from the Commissioner of Fire Brigades has been considered.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ATTACHMENTS**  
Certificate

Reason(s) for Refusal

Final or Interim Fire Safety

**NOTES REGARDING OCCUPATION CERTIFICATES**

**Note 1** Before an occupation certificate may be issued, the certifying authority must be satisfied that:

- a development consent or a complying development certificate is in force with respect to the building, and
- a construction certificate has been issued with respect to the plans and specifications for the building.

**Note 2** A final fire safety certificate or interim fire safety certificate is not required for class 1a or class 10 building.

**Note 3** For the purposes of notifying a council under clause 79L(2)(1) of the Regulation of the determination of an application an accredited certifier must forward all sections of this form, including all attachments, to the relevant council where they have not been previously forwarded to the council.

**Note 4** Information required, where appropriate, to be provided:

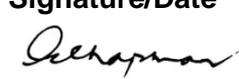
- copy of development consent or complying development certificate
- construction certificate (where relevant)
- final fire safety certificate or interim fire safety
- other certificates relied on

**RIGHT OF APPEAL**

Under s 109K where the certifying authority is a council an applicant may appeal to the Land and Environment Court against the refusal to issue an occupation certificate within 12 months from the date of the decision.

<b>POLICY:-</b>	
<b>Policy No:</b>	TBA
<b>Policy Title:</b>	Principal Certifying Authority Inspection and Certification Service
<b>Date Policy was adopted by Council:</b>	25 March 2009
<b>Resolution Number:</b>	111/09
<b>Previous Policy Review Date:</b>	15 July 1998 – Minute No. 554
<b>Next Policy Review Date:</b>	June - 2011
<b>PROCEDURES/GUIDELINES:-</b>	
<b>Date Procedure/Guideline (if any) was developed:</b>	Nil
<b>RECORDS:-</b>	
<b>Container Reference in TRIM: Policy</b>	SF080616
<b>Container Reference in TRIM: Procedure</b>	Nil
<b>Other locations of Policy:</b>	Intranet (linked to TRIM Container)
<b>Other locations of Procedures/Guidelines:</b>	Nil
<b>DELEGATION (if any):-</b>	Nil
<b>RESPONSIBILITY:-</b>	
<b>Draft Policy developed by:</b>	Director Environmental Services
<b>Committees (if any) consulted in the development of the Draft Policy:</b>	Nil
<b>Responsibility for Implementation:</b>	Director Environmental Services
<b>Responsibility for Review of Policy:</b>	Director Environmental Services

<b>INTEGRATED PLANNING FRAMEWORK:</b>	
<b>Community Strategic Plan:</b>	Strategic Priority No.
<b>Delivery Program Title:</b>	
<b>Operational Plan:</b>	Program No.

<b>Senior Authorising Officer</b>	<b>Position</b> General Manager	<b>Signature/Date</b>  25 March 2009
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<b>ACTION</b>	<b>COUNCIL MEETING DATE</b>	<b>RESOLUTION NUMBER</b>	<b>REPORT ITEM NUMBER</b>
<b>NEW/RECONFIRMED/ AMENDED</b>			
New	15 July 1998	554	Environmental Services – item 6
Amended	25 March 2009	111/09	Item 16/25

<b>DATE REVIEWED</b>	<b>REVIEWER POSITION</b>	<b>REVIEWER NAME</b>