



## Application for a Notice to Commence Building or Subdivision Work and Appointment of Principal Certifying Authority.

### Information for the applicant

- This form may be used to apply for a notice to commence building or subdivision work and the appointment of Queanbeyan-Palerang Regional Council as the principal certifying authority. **Note:** if you are not appointing Queanbeyan-Palerang Regional Council as the principal certifying authority, please use the notice to commence provided by your certifier.
- Once completed, this application form should be submitted via the NSW Planning Portal - [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)

### SECTION A. Appointment of Principal Certifying Authority

I as the owner of the property and person having the benefit of the development consent have pointed Queanbeyan-Palerang Regional Council as the Principal Certifying Authority (PCA) for the *building/subdivision* work described below. (Please circle the type of work)

Owner Name 1	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owner Name 2	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owners Signature/s

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date

Please Note: If there are more than two owners on a property, please provide separate documentation indicating their names, email, phone and signature.

### SECTION B. Details of the land where the building/subdivision work and/or use is to be carried out

Unit/Street no.	Street Name
<input type="text"/>	<input type="text"/>

Locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lot	Section	Deposited Plan (DP)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### SECTION C. Details of development consent

Development application number

Date granted

**OR**

Complying development certificate number

Date issued

**Where a construction certificate has been issued for the building/subdivision**

Construction certificate number

Date issued

Date work is to commence

**Briefly describe** the development. For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa, subdivision etc), the number of floors and the number of bedrooms.

**Type of work proposed**

Building

Subdivision




### SECTION D. Details of the builder/civil contractor

Are you an owner builder (buildings only)?

No

Owner builder permit number

Yes - an owner builder permit is required.

Full name of licenced builder/civil contractor:

Address of licenced builder/civil contractor:

Builders/civil contractor telephone number:

Builders licence number:

#### Office use only

Owner Builder

Builders licence number

Long Service Levy Paid

S7.11/64

Inspection fees

Water meter form sent

Home owner warranty

PCA contract signed

PCA Subdivision  
Inspection Fees Paid

Assessing officer

Date stamp