

# Notice of appointment of MidCoast Council as Principal Certifier

Division 6.6 of the Environmental Planning & Assessment Act 1979

This application is a contract for certification work in accordance with section 31 of the Building and Development Certifiers Act 2018.

Before completing this form, you are required to read the NSW Department of Fair Trading [Information about registered certifiers - building surveyors and building inspectors](#).

## Introduction

- Use of this form applies where you wish to appoint MidCoast Council as Principal Certifier, and where you have previously obtained either a Construction Certificate or a Complying Development Certificate from MidCoast Council but had not appointed a Principal Certifier. MidCoast Council is a certifying authority and employs accredited certifiers who are authorised to undertake the functions of the Principal Certifier on behalf of Council.
- This form is not to be used where replacement of the Principal Certifier is being considered. The legislation provides limited opportunities and specific requirements that must be satisfied in this regard. For further information please refer to the Building Professionals Board website [www.bpb.com.au](http://www.bpb.com.au)

## Property details - location of proposed development

Lot number

Deposited/Strata Plan Number

Section Number

Address

Suburb

Postcode

## Description of proposed development

Please provide a description of the proposed works

## Approval reference

MidCoast Council approves approvals to which this Principal Certifier appointment applies (please complete all applicable). As a minimum, you must have applied for either a Development Consent and Construction Certificate or a Complying Development Certificate before completing this form to appoint MidCoast Council as Principal Certifier.

Development Consent No

Construction Certificate No

Complying Development Certificate No

## Applicant (appointer's) details

Only the owner or person having the benefit of the Development Consent or Complying Development Certificate can appoint a Principal Certifier.

Note: any builder, contractor or other person who will carry out the work cannot appoint the Principal Certifier unless that person is also the owner of the land.

Applicant must sign declaration in following section

Name (or company & contact person)

Address

Suburb

Postcode

Email address

Phone

## Appointer's declaration

As the owner or person having the benefit of the Development Consent or Complying Development Certificate stated on this form, I appoint MidCoast Council as the Principal Certifier.

- I declare that all the information provided in this application is, to the best of my knowledge, true and correct.
- I understand that I am entering into a contract with Council as required by Section 31 of the Building and Development Certifiers Act 2018.
- I agree to appoint MidCoast Council to carry out all necessary certification work relevant or related to the development.
- I have read, understood and accept the terms and conditions contained in Building Services' *Certification Appointment and Service Agreement*.
- I have freely chosen to engage MidCoast Council as Principal Certifier.
- I have read the contract and any document accompanying the contract and understand my role and responsibilities and the certifiers role and responsibilities.
- I have read and understood the NSW Department of Fair Trading [Information about registered certifiers - building surveyors and building inspectors](#), which outlines my obligations and the obligations of Registered Certifiers. (Visit [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) and search 'certification contracts' for more information.)

Note: A copy of Building Services [Certification Appointment and Service Agreement](#) is available in our [Forms Library](#) on our website.

Signature

Date

## Council

Application form satisfactorily completed and relevant approval referenced

Officer name

Signature

Date

**Privacy:** This information is required to process your Application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au)