



Hills Certifiers is a business initiative of  
The Hills Shire Council  
Phone (02) 9843 0431  
ask@hillscertifiers.com.au  
www.hillscertifiers.com.au

## NOTICE OF APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY (PCA)

under the Environmental Planning & Assessment Act, 1979 Sections 81A(2) or (4), 86 (1) & (2)

This application is a contract for certification work in accordance  
with Section 73A of the Building Professionals Act 2005  
Appointment and Service Agreement is attached

### 1. INTRODUCTION

- Use of this form applies where you wish to appoint *Hills Certifiers* as PCA, and where you have previously obtained either a Construction Certificate or a Complying Development Certificate from *Hills Certifiers* but had not appointed a PCA.
- This form is not to be used where replacement of the PCA 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).

### 2. PROPERTY DETAILS

|                                  |                       |                      |                        |                      |
|----------------------------------|-----------------------|----------------------|------------------------|----------------------|
| Location of proposed development | Lot:                  | <input type="text"/> | DP/SP:                 | <input type="text"/> |
|                                  | Unit N <sup>o</sup> : | <input type="text"/> | House N <sup>o</sup> : | <input type="text"/> |
|                                  | Street:               | <input type="text"/> |                        |                      |
|                                  | Suburb:               | <input type="text"/> | Postcode:              | <input type="text"/> |

### 3. DESCRIPTION OF PROPOSED DEVELOPMENT

|  |                  |                          |
|--|------------------|--------------------------|
| This PCA appointment applies to – please tick (✓)  | Building Work    | <input type="checkbox"/> |
|  | Subdivision Work | <input type="checkbox"/> |
| Please provide a description of the proposed works | <hr/>            |                          |
|  | <hr/>            |                          |
|  | <hr/>            |                          |

### 4. APPROVAL REFERENCE

Hills Shire Council and *Hills Certifiers'* approvals to which this PCA 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 *Hills Certifiers* as PCA.

|                                       |                      |
|---------------------------------------|----------------------|
| Development Consent No.               | <input type="text"/> |
| Construction Certificate No.          | <input type="text"/> |
| Complying Development Certificate No. | <input type="text"/> |



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5. APPLICANT (APPOINTER'S) DETAILS

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

Applicant must sign declaration in Section 6

Name: [ ]  
or company & contact person  
Phone: [ ] Fax: [ ]  
Email: [ ]  
Street Name & N<sup>o</sup>: [ ]  
Suburb: [ ] Postcode: [ ]

6. 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 The Hills Shire Council (*Hills Certifiers*) as the Principal Certifying Authority.

- 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 Council as required by Section 73A of the Building Professional Act 2005.
- I agree to appoint Hills Certifiers 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 the "Certification Appointment and Service Agreement". A copy of this document is available from our website. [Certification Appointment and Service Agreement](#)

NOTE

Any builder, contractor or other person who will carry out the work cannot appoint the Principal Certifying Authority unless that person is the owner of the land.

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

7. COUNCIL

Application form satisfactorily completed and relevant approvals referenced.

\_\_\_\_\_  
Officer Name Officer Signature Date  
Signed for and on behalf of The Hills Shire Council

8. PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)