

This form

Use this form to give notice to appoint the City of Newcastle (CN) as the Principal Certifier and the proposed date of commencement of work. You are advised that a minimum of 2 days notice before building or subdivisions work commences is required.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

Part 1 : Applicant, site and development details

1. Your name and contact details

All correspondence will be sent to the email address provided unless 'care of' email address is specified

Name or company

ABN (required if company).....

Postal Address.....

Suburb.....Postcode.....

PhoneE-mail

Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company).....

Contact person.....

Postal Address.....

Phone.....E-mail

2. Location and title description of the property

This information is available on rates notices

Unit NoHouse NoStreet.....

Suburb.....

Lot(s).....Section.....

Deposited Plan(s).....Strata plan.....

3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1.....Phone.....

Address.....Postcode.....

Name 2.....Phone.....

	Address.....Postcode.....
4. Type of Work	<input type="checkbox"/> Building <input type="checkbox"/> Subdivision
5. Provide details of consent	Development Consent No Date of Determination Construction Certificate No Date of Issue OR Complying Development Certificate No Date of issue
6. Principal Certifier This section only needs to be completed if the 'City of Newcastle' is not the Principal Certifier	Name of Principal Certifier Address: Phone Number..... Accreditation No
7. Date of Commencement	Date work is to commence
Part 2: Appointment of the City of Newcastle as the Principal Certifier This is only required to be completed if you wish to appoint the City of Newcastle as the Principal Certifier and have not yet done so.	
8. Do you wish to appoint the 'City of Newcastle' as the Principal Certifier to issue the Occupation Certificate?	<input type="checkbox"/> Yes, I appoint the 'City of Newcastle' to be the Principal Certifier in accordance with the terms specified below. If yes, please read and sign the following terms and conditions: 1. Fees payable are as specified in the CN's current fees and charges schedule. 2. I agree to provide all documents that the CN reasonably requires for it to perform the function of principal certifying authority. 3. I agree to provide the CN with reasonable access to the development site. SignatureDate
9. Builder's Name address & licence If you are appointing CN as the Principal Certifier, give details of who will be carrying out the works. If applicable you will be required to provide a copy of the Owner Builder Permit or Home Building Compensation Fund No. prior to the commencement of work.	<input type="checkbox"/> Owner-builder Permit Number..... <input type="checkbox"/> Principal Contractor Licence No Name Postal address..... Suburb.....Post Code Phone Email

If the Principal Contractor is employed by a company

Name of Company

ABN

Unlicensed Principal Contractor - Only permitted for non-residential building work

Name

Postal address.....

Suburb.....Post Code

Phone Email

For residential work valued over \$20,000 Home Building Compensation Fund No.....

A copy of the policy must be provided to CN before any inspections can be conducted.

I undertake to provide the details of the required details of the person carrying out the work, prior to the commencement of any work.

Part 3: Owner's consent and applicant's declaration

10. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owner's consent

As the owner/s, or legal representative of the owner of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.

Name 1

Signature

Company and legal authority
(if applicable)

Name 2

Signature

Company and legal authority
(if applicable)

11. Probity Parties include owners, applicants, developers and companies.	Are parties with pecuniary or non-pecuniary interest: a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or, b) a State or Federal Member of Parliament? <input type="checkbox"/> Yes. If yes, state the relationship..... <input type="checkbox"/> No
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12. Applicant's declaration	I declare that all the information provided is true and correct. Signature.....Date
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Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal.
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 12 Stewart Avenue Newcastle West NSW 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be accessed to check for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled ["Plan Standards - Guidelines for Lodging Electronic Documents"](#).
- Emails are to be sent to applications@ncc.nsw.gov.au
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled ["How to submit an application via email"](#).

2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment, we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person:

12 Stewart Avenue Newcastle West NSW 2302