

Mandatory data required prior to inspection of building works



When the City of Newcastle (CN) has been appointed as the "Principal Certifier", before any inspection of building works can be carried out, details of the Principal Contractor and in some cases, copies of documentation are required to be provided to the Principal Certifier. If this information has not been provided to CN previously, please complete this form and forward it with copies of any required documents to inspections@ncc.nsw.gov.au before booking an inspection. The documentation required includes a copy of any Owner Builders Permit and Home Building Compensation Fund policy.

1. **What is the consent number (DA/CDC)?**
2. **What is the site address?**
3. **What date are works scheduled to commence on site?**
 You are advised a minimum of two days' notice is required

4. Who is the Principal Contractor for the site?
 The Principal Contractor is the entity with legislative responsibility for the management of health and safety for construction work. Please tick the applicable box and complete the relevant fields

	Owner-builder Permit Number..... Copy of permit provided to Council
	Licensed 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

5. If the development relates to residential work valued over \$20,000 - What is the Home Building Compensation Fund Number?

Policy number..... Copy of the policy must be sent to CN.

6. Name of Person completing this form.....

Contact Number..... **Date**.....

Once this information has been provided to CN please call 4974 2050 to book your inspection or send an email to inspections@ncc.nsw.gov.au a minimum of 24 working hours before the day of the inspection.