

Complying Development Certificate Application

Issued Under Environmental Planning and Assessment Act 1979 – Section 4.27 & 4.29

APPOINTMENT OF PRINCIPAL CERTIFYING AUTHORITY – Section 6.6 & 4.29

When complete this application form is taken to form a required contract under 31(2) of the Building and Development Certifiers Act.

APPLICATION FOR COMPLYING DEVELOPMENT CERTIFICATE, NOMINATION AS PCA AND OCCUPATION CERTIFICATE

Owner(s)/Applicant(s)

Full Name/s : _____
Postal address : _____
Contact No. : _____
Email : _____ **Signature:** _____

Registered Certifier

Name : Anthony Lewis BDC 0228 Jared Nevill BDC 2523
Postal address : PO Box 201 Berry 2535 Contact No: 0244210004
Email : info@aiscertifiers.com.au Signature: _____

Land to be developed

Address : _____
Lot : _____ DP : _____
Description (e.g. dwelling/house) : _____

Builder/Owner builder

(Every approval for residential building work worth more than \$10,000 requires an Owner Builder Permit, or a licensed Builder)

Name : _____ Phone : _____
Email : _____
Address : _____
Contractor Lic. No./OB Permit : _____ ABN : _____

Market value of work \$: _____

Long Service Levy \$: _____ Paid Y N Receipt Y N

Nominated PCA : Anthony Lewis BDC 0228 Jared Nevill BDC 2523

Date received : _____

Declaration

We as the person(s) of which the certification works are undertaken for hereby declare we have **FREELY CHOSEN** to engage the nominated registered certifier for certification works and that we have read and understand the roles and responsibilities of the Registered Certifier.

Anthony Lewis BDC0228 Jared Nevill BDC2523

I/We Agree to the above conditions and the TERMS OF ENGAGEMENT attached.

Owner/s: _____ **Dated:** _____

Complying Development Application and Contract

List of documents accompanying this application

PLEASE ENSURE PAGES 1 & 5 ARE SIGNED BY OWNER

(Tick if supplied, add more detail if necessary)

| Document | Supplied | Author / Reference number | Date |
|--|--------------------------|---------------------------|------|
| CDC Plans (Site, floor, elevations, sections, Landscape) | <input type="checkbox"/> | | |
| Engineers structural design | <input type="checkbox"/> | | |
| Engineers drainage design | <input type="checkbox"/> | | |
| Building Specifications | <input type="checkbox"/> | | |
| Basix Certificate | <input type="checkbox"/> | | |
| BAL Certificate | <input type="checkbox"/> | | |
| Sewer main location | <input type="checkbox"/> | | |
| Sydney Water Tap in approval | <input type="checkbox"/> | | |
| Long Service Levy receipt | <input type="checkbox"/> | | |
| 10.7(2) Certificate | <input type="checkbox"/> | | |
| Certificate of Title | <input type="checkbox"/> | | |
| Deposited Plan/ 88b instrument | <input type="checkbox"/> | | |
| Tree Removal Permit | <input type="checkbox"/> | | |
| Section 68 Approval | <input type="checkbox"/> | | |
| Section 138 Approval | <input type="checkbox"/> | | |

Complying Development Application and Contract

Schedule to Complying Development Certificate Application

Must be completed by applicant where building work is proposed

Particulars of the proposal

What is the area of the lot being developed (m²)

What is the total floor area of the proposed and existing building/s in (m²)

Area in (m²) of Bonded Asbestos material or friable asbestos material, if any, that will be

(1) Disturbed

(2) Repaired

(3) Removed in the carrying out of the development

For each **proposed new building**, indicate –

(1) How many storeys (including underground storeys) in the building?

(2) How many existing dwellings on the lot?

(3) Is the new building to be attached to any other new building?

For each **proposed new residential building**, indicate –

(1) How many storeys (including underground storeys) in the building?

(2) How many existing dwellings on the lot?

(3) Are any existing dwellings being demolished as part of this development?

(4) How many separate dwellings are in the new building?

Does the site contain a dual occupancy?

Materials to be used

Are any 2nd hand materials proposed to be used?

YES

NO

Place a cross in the box which best describes the materials which the new work is to be constructed of:

| Walls | Code | Roof | Code | Floor | Code | Frame | Code |
|--|------|---|------|---|------|--|------|
| <input type="checkbox"/> Brick (double) | 11 | <input type="checkbox"/> Tiles | 10 | <input type="checkbox"/> Concrete/slate | 20 | <input type="checkbox"/> Timber | 40 |
| <input type="checkbox"/> Brick (vener) | 12 | <input type="checkbox"/> Concrete/slate | 20 | <input type="checkbox"/> Timber | 40 | <input type="checkbox"/> Steel | 60 |
| <input type="checkbox"/> Concrete/stone | 20 | <input type="checkbox"/> Fibre cement | 30 | <input type="checkbox"/> Other | 80 | <input type="checkbox"/> Aluminium | 70 |
| <input type="checkbox"/> Fibre cement | 30 | <input type="checkbox"/> Steel | 60 | <input type="checkbox"/> Not specified | 90 | <input type="checkbox"/> Other | 80 |
| <input type="checkbox"/> Timber | 40 | <input type="checkbox"/> Aluminium | 70 | | | <input type="checkbox"/> Not specified | 90 |
| <input type="checkbox"/> Steel | 60 | <input type="checkbox"/> Not specified | 90 | | | | |
| <input type="checkbox"/> Aluminium cladding | 70 | | | | | | |
| <input type="checkbox"/> Timber/weatherboard | 40 | | | | | | |

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This part to be completed by AIS Certifiers

Insurance details

Insurer : XI Insurance Company SE, Australia Branch (ABN 36 083 570 441) trading as Brooklyn Underwriting

Dates insured : 03/08/24 – 03/08/25

Policy number : BXLC-DPI-2018-001847

Certificate/Quote# : _____

Date of receipt : _____

Date of issue : _____

Critical stage inspections required by 109E (3) (d) of the EP&A Act 1979.

(PCA to those relevant)

- | | |
|---|--------------------------|
| 1. after excavation for, and prior to the placement of, any footings, | <input type="checkbox"/> |
| 2. prior to pouring any in-situ reinforced concrete building element, | <input type="checkbox"/> |
| 3. prior to covering of the framework for any floor, wall, roof or other building element, | <input type="checkbox"/> |
| 4. prior to covering waterproofing in any wet areas, | <input type="checkbox"/> |
| 5. prior to covering any stormwater drainage connections, | <input type="checkbox"/> |
| 6. after the building work has been completed and prior to any occupation certificate being issued in relation to the building. | <input type="checkbox"/> |

Fees and Charges.

As per attached Quote/Invoice

Quote Number : _____

Invoice Date : _____

Complying Development Application and Contract

TERMS OF ENGAGEMENT OF BUILDING CERTIFICATION SERVICES LISTED UNDER ENVIRONMENTAL PLANNING AND ASSESMENT ACT 1979

By completing this document, WE/ THE OWNER/S are agreeing that you have engaged AIS CERTIFIERS AS EMPLOYER OF

ANTHONY LEWIS BDC0228

JARED NEVILL BDC2523

to act as the Principal Certifier and to provide Certification Work for the project and are entering into an agreement with AIS CERTIFIERS terms and conditions which apply to certification work, (as defined below).

Signed

Dated

Certification Work

1.1 *The Certification Work includes, as required for the project:*

1.1.1 *Issue Complying Development Certificate*

1.1.2 *Carryout mandatory stage inspections*

1.1.3 *Issue the Occupation Certificate*

1.1.4 *Issue compliance certificates*

1.2 *The Certification work EXCLUDES:*

1.2.1 *Building design or advice for the Project*

1.2.2 *Drafting plans or any other documents required for the application;*

1.2.3 *Matters pertaining to building quality*

1.2.4 *Any guarantee by the building surveyor that a complying development certificate will be issued;*

1.2.5 *Any act or activity deemed by the building surveyor to be contrary to the requirements of the Building and Development Certifiers act, the Environmental planning and assessment act 1979 as relevant and other State and Commonwealth legislation pertaining to the oversight of decision-making functions and building work as relevant*

1.3 *The client acknowledges that the Building Surveyor is subject to the requirements of the Building and Development Certifiers act, the environmental planning and assessment act 1979. This mean that the building surveyor must*

1.3.1 *Assess the project in accordance with law and National Construction Code of Australia; and*

1.3.2 *Must avoid conflicts of interest as defined within the Building and Development Certifiers Act; and*

1.3.3 *Must act in the public interest in accordance with the Building and Development Certifiers Act; and*

1.3.4 *Must act in a manner consistent with the code of conduct adopted under the building and development certifiers act.*

1.4 *The client acknowledges that the building Surveyor may engage in any other business, occupation or activity during the Term, provided that does not detrimentally affect the performance of the Certification Work.*

1.5 *If the client engages another person to provide services substantially the same as the Certification Work in respect of the Project, the Building Surveyor may terminate this agreement.*

1.6 *The client agrees for the following employed certifiers from AIS Certifiers Pty Ltd to undertake critical stage inspections: Anthony Lewis (BDC0228), Jared Nevill (BDC2523), Dale Brisbane (BDC05178), Scott Nevill (BDC05269).*

1.7 *The client acknowledges and agrees that they accept the terms and conditions contained in this agreement.*

Complying Development Application and Contract

Conditions of Contract

PCA Obligations

- a. The PCA agrees to carry out mandatory critical stage inspections during the course of construction of the proposed building work (where applicable) as follows-
 - i. Prior to issue of any CC/CDC
 - ii. at the commencement of the proposed building work; and
 - iii. after excavation for, and prior to the placement of any footing; and
 - iv. prior to pouring any in-situ reinforced concrete building element; and
 - v. prior to covering of the framework of any floor, wall, roof or other building element; and
 - vi. prior to covering waterproofing in any wet areas; and
 - vii. prior to covering any stormwater drainage connections; and
 - viii. after the proposed building work has been completed and prior to any occupation certificate being issued in relation to the building; and
 - ix. any other inspections as the PCA considers necessary in addition to those nominated which may be required from time to time to enable the issuing of the final Occupation Certificate.
- b. The owner and the principal contractor acknowledge that the PCA or another certifying authority (with the approval of the PCA) must inspect the mandatory critical stage inspections numbered (a)i-vii. The PCA must carry out the final mandatory critical inspection (a)viii.
- c. The PCA shall issue the final Occupation Certificate for the proposed building work when the PCA is satisfied that –
 - i. any preconditions for the issue of the final certificate that are specified in the development consent or Complying Development Certificate have been met; and
 - ii. the building works for which the Certificate has been issued are suitable for occupation for use in accordance with their classification under the Building Code of Australia 1996 (as amended); and
 - iii. a final Fire Safety Certificate has been issued (if required).
- d. The PCA shall issue an Interim Occupation Certificate for the proposed development when the PCA is satisfied that: -
 - i. any preconditions to the issue of any Occupation Certificate as specified in the development consent or Complying Development Certificate been met; and
 - ii. that the building works for which the Construction Certificate has been issued are suitable for occupation for use in accordance with their classification under the Building Code of Australia 1996 (as amended); and
 - iii. the building does not constitute a hazard to the health or safety of the occupants of the building.

Principal Contractor Obligations

- i. Before the commencement of any residential building work the principal contractor must provide the PCA with Home Warranty Insurance pursuant to the Home Building Act, 1989.
- ii. The principal contractor must notify the PCA of a date and time for the carrying out of each mandatory critical stage inspection and shall pay the scheduled fees as set out.
- iii. The principal contractor must rectify any defects identified by the PCA during the course of each mandatory critical stage inspection to the satisfaction of the PCA before the principal contractor carries out any further building work or at such other times as may be agreed to by the PCA.
- iv. The principal contractor must not allow any occupation of the building to be permitted without first obtaining an Occupation Certificate (either interim or final) from the PCA.
- v. The principal contractor must ensure that a Construction Certificate or Complying Development Certificate has been issued prior to the commencement of any works.
- vi. The principal contractor must engage competent tradesman to carry out all aspects of the building works.
- vii. The principal contractor must provide all relevant drawings, plans, statutory plans and documentation associated with but not limited to the development consent, the Construction Certificate and any Occupation Certificate at the request of the PCA.
- viii. The principal contractor must attend any meetings if required by the PCA to do so.
- ix. The principal contractor must comply with any notices or orders that the PCA issues.
- x. The principal contractor must provide Compliance Certificates as requested by the PCA.
- xi. The principal contractor must provide all information that the principal contractor reasonably can obtain to enable the PCA to fulfil its obligations to this Agreement.

Owner Obligations

- i. The owner agrees to pay all foreseeable charges at the time of application, in accordance with attached invoice.
- ii. The owner agrees to pay any unforeseen charges within 21 days of charge occurring
- iii. The owner must ensure that a Construction Certificate or Complying Development Certificate has been issued and evidence of HBCF insurance or an Owner Builder Permit have been provided to the PCA prior to the commencement of works.
- iv. The owner must ensure that the subject property is available for the PCA to carry out the PCA's obligations under this Agreement.
- v. The owner must attend any meetings if required by the PCA to do so.
- vi. The applicant agrees to provide all approval documents to the Builder.
- vii. The owner must not occupy the building until an Occupation Certificate (either interim or final) has been issued by the PCA.

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- viii. The owner agrees that in the event of an interim Occupation Certificate being issued by the PCA and there being outstanding work that is required, be completed by the owner or a condition of development consent that needs to be satisfied by the owner, the owner agrees to complete the outstanding work or satisfy any condition of the development consent within three (3) months from the date of the interim Occupation Certificate or such other time as may be agreed between the owner and the PCA.
- ix. The owner agrees to pay any charges as set out for further inspections that are required to be carried out to enable the issuing of the final Occupation Certificate.

Termination of this Agreement

This Agreement may be terminated if any of the following occurs –

- i. Building works are commenced without the issue of a Complying Development Certificate or Construction Certificate.
- ii. The owner or principal contractor fails to provide Home Warranty Insurance pursuant to the Home Building Act, if the building work is residential building work;
- iii. If the PCA terminates this Agreement then the principal contractor and owner must pay any money owing to the PCA for work done and costs incurred by the PCA up to and including the date of termination of this Agreement.

Replacing the PCA

The appointed PCA can only be changed or replaced by another PCA with the approval of the original Certifying authority, or with BPB consultation

Governing Law

The parties agree that this Agreement is governed by the laws of NSW in particular the Environmental Planning and Assessment Act 1979 and its Regulations, and Building Certifiers and Development Act.

The Certification Work

The Building Surveyor may subcontract or licence all or part of its obligations under this agreement without prior notice to the Client

Fees and Charges

- i. The fees and charges payable for the certification works are as per the schedule;
- ii. The building surveyor reserves the right to change the Fees and Charges in the event of a variation to the scope of work for the Certification work. Any variations to the certification work (including but not limited to, any variation due to unforeseen circumstances, or a result of increases to the Building Surveyor in the cost of materials and labour) will be charged for and will be shown as variation on the invoice. Payment for all variations must be made in full at their time of completion.
- iii. Payment of an invoice is required within 30 days of issue.
- iv. Payment may be made by cash, or by cheque, or by bank cheque, or by direct credit, or by any other method as agreed to between the client and the AIS certifiers.
- v. Receipt by AIS certifiers of any form of payment other than cash does not constitute payment until that payment has been honoured, cleared or recognised by AIS certifiers.
- vi. GST, other takes, duties, disbursements and applicable government and councils fees and charges will be added to the Fee other than where they are expressly including in the Fee.

Intellectual Property and Data

- Nothing in this agreement affects the Intellectual Property Rights of either party, except as set out in this clause.
- The client grants the Building Surveyor an unrestricted, royalty free licence to use and manipulate all intellectual property rights in any Data which the client provides to the building surveyor to the extent reasonably necessary for AIS to perform certification work.
- The client warrants that any Data provided by it to AIS certifiers will not infringe the intellectual property rights of any person. The client indemnifies the building surveyor against any direct loss, costs, expenses, demands or liability arising out of a claim by a third party against the surveyor alleging that such data infringes any such intellectual property rights.

Indemnity and Exclusion of Liability

- The building surveyor must indemnify the client and its employees, officers and contractors against all claims, demands, expenses, loss or damage in respect of loss or damage to any property, or the death of or personal injury to any person, caused or contributed to by the building surveyor, a breach by the building surveyor of this agreement, a wilful unlawful or negligent proceeding by a third party against the client or its employees officers and contractors cause or contributed to by the Building Surveyor.
- This indemnity is reduced by the extent to which the client contributes to the event giving rise to the claim for the indemnity.
- The building surveyor must perform the Certification Work at its own risk in all things and releases the client and its employees, officers, members and contractors from all claims, actions, proceedings, costs, expenses, losses, suffering, illness and agents, subcontractors, third parties, and customers which arise from the performance of the certification work.
- Notwithstanding any other provision in this agreement, the building surveyor is not liable to the client nor is it required to indemnify the client, for any loss or damage suffered by the client or for any claim against the client(howsoever arising) for economic, indirect or consequential losses of any kind whatsoever.

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- The Client indemnifies the AIS certifiers and its employees, officers and contractors against all claims, demands, expenses, loss or damage in respect of loss or damage to any property, or the death of or personal injury to any person, caused or contributed to by the client, a breach by the client of this agreement, a wilful unlawful or negligent act or omission of the Client, and any claim action or proceeding by a third party against the AIS certifiers or its employees, officers and contractors cause or contributed to by the client.
- The client release and holds harmless AIS certifiers against all claims, demands, expense, loss or damage arising in connection with the clients reliance on, or use of, any aspect of the Certification Work, including advice, given to the client by AIS certifiers in a manner which is not contemplated or authorised by the act or otherwise not in accordance with any exclusions or assumptions given by AIS certifiers.

Mutual Warranties

Each party represents and warrants to the other that as at the date of this agreement:

- All actions, conditions and things required to be taken, fulfilled and done by it in order to enable it to enter into, exercise its rights and perform its obligations under this agreement have been done; and
- All authorisations required for its entry into, exercise of its rights under, and performance of its obligations under this agreement have been obtained.

Client Warranties and Obligations

The client warrants;

- That any Data provided to AIS certifiers is accurate and complete in all respects
- That, in performing the certification work AIS certifiers act with the client's authority;
- That no other person has been appointed to perform the certification work in relation to the project.

The client must;

- Provide all information required by AIS certifiers within the time specified by AIS certifiers to enable the Building Surveyor to perform the certification work.
- Give AIS certifiers such access to the project and any relevant site as is required by AIS certifiers to perform the Certification Work.

Force Majeure

If a Force Majeure event cause delay or failure by a party to perform its obligations under this agreement

- neither party is liable for such delay or failure; and
- all obligations of a party under this agreement are suspended until the Force Majeure Event cease to apply.

A party which is, by reason of a Force Majeure Event, unable to perform any obligation or condition required by this agreement must;

- notify the other party as soon as possible giving
 - o reasonable full particulars of the Force Majeure Event;
 - o the date of commencement of the Force Majeure Event and an estimate of the time required to enable it to resume full performance of its obligations; and
 - o where possible, the means proposed to be adopted to remedy or abate the Force Majeure Event;
- use all reasonable diligence and employ all reasonable means to remedy or abate the Force Majeure Event as soon as possible;
- Resume performance as soon as possible after termination of the Force Majeure Event or after the Force Majeure Event abates to an extent which permits resumption of performance
- Notify the other party when the Force Majeure Event terminates or abates to an extent which permits resumption of performance; and
- Notify the other party when resumption of performance occurs

If a delay or failure under this clause exceeds 60 days, either party may immediately terminate this agreement by notice to the other party.

Termination

AIS certifiers may, at any time, terminate this agreement provided that in doing so AIS certifiers acts reasonable and in accordance with law.

Notwithstanding any other provision of this agreement, the client must pay AIS certifiers the Fees and Charges within 14 days of the termination of this agreement, or such part of the fee which is, at the time, unpaid.

Termination of the agreement under this clause does not affect any accrued rights or remedies of either party.

Confidential Information

Subject to the Building Certifiers and Development Act, Environmental planning and assessment act 1979 and other applicable legislation, each party agrees that it will not use any confidential information of the other party or allow any purpose, except for the purposes of an in the manner contemplated by this agreement, and agrees that it will:

- Keep confidential
- Take reasonable steps to ensure that party's officers and employees do not disclose to a third party;
- Maintain proper and securer custody of; and
- Not use or reproduce in any form

Any confidential information belonging to the other party.

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Insurance

AIS certifiers must always maintain during the Term all insurance required by law.

AIS certifiers must not allow any act or omission which would make any such policy of insurance void or unenforceable.

Dispute Resolution

General-

A party must not commence arbitration or court proceeding (except for urgent equitable or injunctive relief) in respect of a dispute under this agreement, unless it first attempts to resolve the dispute by negotiation and mediation under this clause.

A party claiming that a dispute has arisen under this agreement must give written notice to the other party specifying the nature and details of the dispute.

Negotiation

- On receipt of that notice by the other party, the parties must negotiate in good faith to resolve the dispute.
- If the parties are unable to resolve the dispute within 10 business days, they must promptly refer the dispute:
 - o In the case of the Client to the Clients representative; and
 - o In the case of AIS certifiers to the AIS certifiers representative.
- Those persons must meet to resolve the dispute and must be authorised to resolve the dispute.

Mediation

- If those persons are unable to resolve the dispute within 10 business days of referral, a party may refer the dispute for mediation under the mediation rules of the Resolution Institute to:
 - o A mediator agreed by the parties; or
 - o If the parties are unable to agree a mediator within five business days, a mediator nominated by the resolution institute.
- The role of a mediator is to assist in negotiating a reposition of the dispute, A mediator may not make a decision that is binding on a party unless that party has agreed in writing;
 - o Any information or documents disclosed by a party under this clause;
 - o Must be kept confidential; and
 - o May not be used except to attempt to resolve the dispute.
- Each Party must bear its own mediation costs. The parties may bear equally the costs of any mediator.

Performance

If possible, each party must perform its obligations under this agreement during negotiations, mediation and arbitration proceedings.

Miscellaneous

Entire Agreement

This agreement:

- Constitutes the entire agreement between the parties about its subject matter;
- Supersedes any prior understanding agreement, condition, warranty, indemnity or representation about its subject matter.

Waiver

A waiver of a provision of or right under this agreement must be in writing signed by the party giving the waiver and is effective only to the extent set out in the written waiver.

Exercise of power

- The failure, delay, Relaxation or indulgence by a party in exercising a power or right under this agreement is not a waiver of that power or right
- An exercise of a power or right under this agreement does not preclude a further exercise of it or the exercise of another right of power.

Survival

Each indemnity, obligation of confidence and other term capable of taking effect after the expiration or termination of this agreement, remains in force after the expiration or termination of this agreement.

Consumer Law

- Nothing in this agreement is intended to have the effect of contracting out any applicable provisions of the Competition and Consumer Act 2010 or the Fair Trading act 1987 except to the extent permitted by those acts where applicable.
- Where the client buys certification work as a consumer these terms and conditions shall be subject to any laws or legislation governing the rights of consumers and shall not affect the consumers statutory rights.

Notices

A notice, demand, consent, approval or communication under this agreement (Notice) must be:

- In writing, in English and signed by a person authorised by the send; and
- Hand delivered or sent by prepaid post or email to the recipients address or email address specified in the schedule, as varied by any Notice given by the recipient to the sender.

Notice is deemed to be received:

- If hand delivered, on delivery;
- If sent by prepaid post, two business days after posting (or seven Business Days after posting to or from a place outside Australia.);
- If sent by email, at the time deemed to be the time receipt under the Electronic Transactions Act 2000 or the electronic transactions act 1999 if the notice was being given under a law of the commonwealth of Australia.

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However, if the notice is deemed to be received on a day that is not a business day or after 5:00pm, the notice is deemed to be received at 9:00am the next business day.

Information about registered certifiers – building surveyors and building inspectors

Important: this is a summary document only.

Before signing any contract for certification work, make sure you understand your obligations and what you are agreeing to. The Fair Trading website has more information about certifiers.

Under section 31(2) of the *Building and Development Certifiers Act 2018* and clause 31 of the *Building and Development Certifiers Regulation 2020*, a contract to carry out certification work must be accompanied by an applicable document made available on the website of the Department of Customer Service (which includes NSW Fair Trading)¹. This is the applicable document for certification work involving a certifier registered in the classes of **building surveyor** or **building inspector**, working in either the private sector or for a local council.

This document summarises the statutory obligations of the registered certifier who will assess your development and your obligations as the applicant for the development. It also sets out the types of information that can be found on Fair Trading's online register of registrations and approvals.

Obligations of registered certifiers

The general obligations of registered certifiers include compliance with their conditions of registration, to hold professional indemnity insurance, comply with a code of conduct and avoid conflicts of interest.

Who does a registered certifier work for?

A registered certifier is a public official and independent regulator, registered by the Commissioner for Fair Trading.

Certifiers must carry out work in a manner that is impartial and in the public interest, even if this is not in the interests of the applicant, developer, or builder. Receiving a certificate is not guaranteed – the applicant is paying for the certifier to assess the application and determine *whether or not* a certificate can be issued.

It is a serious offence to attempt to bribe or influence a certifier, attracting a maximum penalty of \$110,000 and/or two years imprisonment.

¹ Visit www.fairtrading.nsw.gov.au and search 'certification contracts'.

Obligations of the applicant

An applicant is the person seeking a certificate, or engaging a certifier for other certification work, under the *Environmental Planning and Assessment Act 1979*.

As an applicant, you have the following obligations:

- Appoint, and enter into a contract with, your chosen certifier.
- Pay the certifier's fees before any certification work² is carried out.
- Communicate with your builder to ensure the certifier is notified when work reaches each stage. If a mandatory inspection is missed, the certifier may have to refuse to issue an occupation certificate.
- Follow any written direction issued by the certifier and provide any requested additional information to assess an application.
- Meet the conditions of any development consent and ensure the development is carried out in accordance with the approved plans.

What does a registered building surveyor do?

Registered **building surveyors** issue certificates under the *Environmental Planning and Assessment Act 1979* (construction certificates, complying development certificates and occupation certificates), act as the **principal certifier** for development, and inspect building work.

The principal certifier will attend the site to carry out mandatory inspections at certain stages. When construction is complete, the certifier may issue an occupation certificate, which signifies that the work:

- is 'suitable for occupation' – this does not necessarily mean all building work is complete
- is consistent with the approved plans and specifications
- meets all applicable conditions of the approval.

The certifier does not manage or supervise builders or tradespeople or certify that the builder has met all requirements of the applicant's contract with the builder.

What does a registered building inspector do?

Registered **building inspectors** carry out inspections of building work³ with the approval and agreement of the principal certifier. Building inspectors are not authorised to issue certificates or be appointed as the principal certifier.

² Upfront fee payment is required for any work to determine an application for a development certificate or carry out a function of a principal certifier.

³ Building inspectors may inspect class 1 and 10 buildings under the Building Code of Australia; that is, houses, duplexes and the like; garages and sheds; and structures such as swimming pools, retaining walls and fences.

Principal certifier enforcement powers

If the principal certifier becomes aware of a non-compliance with the development approval, the certifier must, by law, issue a direction to you and/or the builder, requiring the non-compliance to be addressed. If it is not, the certifier must notify the council which may take further action.

The certifier is also required to respond appropriately if a complaint is made about the development.

Finding more information on certifiers

Details of the class of registration each certifier holds, their period of registration, professional indemnity insurance and disciplinary history can be found at www.fairtrading.nsw.gov.au:

- [Details of registered certifiers](#) (or search 'appointing a certifier' from the homepage)
- [Disciplinary actions against certifiers](#) (or search 'certifier disciplinary register' from the homepage).

Questions?

The Fair Trading website www.fairtrading.nsw.gov.au has information about certifiers, enforcement powers, how to replace a certifier and resolving concerns about a certifier:

- Search '[what certifiers do](#)' for information about a certifier's role and responsibilities.
- Search '[concerns with development](#)' for information about enforcement powers of certifiers, councils and Fair Trading, and how to resolve concerns about a certifier.

The NSW Planning Portal at www.planningportal.nsw.gov.au provides information on the NSW planning and development certification system.

Note, although Fair Trading regulates certifiers, it does not mediate in contract disputes and does not regulate the actions of councils. Visit the Fair Trading website for more information.