

To the General Manager, Coffs Harbour City Council
Notice to Council and Principal Certifying Authority of Intention to Commence Work



NOTICE TO	NOTICE TO ("insert PCA details and address")
Coffs Harbour City Council Locked Bag 155 COFFS HARBOUR NSW 2450	Name [] Address []

SECTION A – Development Details

Address
[]

Description of building work or subdivision work
[]

SECTION B – Development Consent (DC) **or** **Complying Development Certificate (CDC)**

Name of Council []	Date DC issued []	DC No. / Identifier []
------------------------	-----------------------	----------------------------

SECTION C – Construction Certificate (CC)

Name of Certifying Authority []	Date CC issued []	CC No. / Identifier []
-------------------------------------	-----------------------	----------------------------

SECTION D – Details of principal contractor/owner builder

The work will be carried out by a Principal contractor <input type="checkbox"/>		The work will be carried out by a Owner Builder <input type="checkbox"/>	
The name of the principal contractor or the owner/builder []		Address of the principal contractor or the owner/builder []	
Principal contractor's builders licence number (if applicable) or owner builders permit number []		[]	
Phone []	Fax []	Email []	

SECTION E – Compliance with conditions (this statement must be completed by the PCA)

Confirms that all conditions of the above development consent that are required to be satisfied prior to the work commencing have been satisfied (insert name of PCA) []

Signed by the PCA [] Date []

SECTION F – Notice of Commencement

The building/subdivision work described above is intended to commence on (note, must be at least 2 business days from the date of the Notice) []

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

SECTION G – Details of person giving notice

Name (the person having the benefit of the development consent) []	Address []		
Signature []	[]		
Date []	[]		
Phone []	Fax []	Email []	

Signature []	Date []
Note: this person is responsible for giving copies of this Notice to the Council and the PCA	