

To the General Manager, Coffs Harbour City Council



Appointment of Principal Certifying Authority & Letter of Authorisation s109 Environmental Planning and Assessment Act 1979 and Regulation 2000

Note: A builder or other person who will be undertaking building work on the project cannot appoint the Principal Certifying Authority unless they are the owner of the property. As the person having the benefit of a development consent/complying development certificate for development involving building work, I hereby nominate and authorise Coffs Harbour City Council to act as the principal certifying authority and undertake relevant functions detailed hereunder with regard to the following development:

1. Subject Land

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

2. Application

Construction Certificate Number:

Type of Building /
Stage & No. of lots
proposed

3. Functions

I/we agree to allow Council officers to undertake the following functions in order to discharge responsibilities in association with this appointment as the Principal Certifying Authority.

- Enter the property for the purposes of inspection and associated responsibilities relevant to Council's appointment as a Principal Certifying Authority.
- Undertake statutory functions to assess compliance with the development consent/complying development certificate.

4. Applicable fees and charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at www.coffsharbour.nsw.gov.au.

Personal Details

5. Privacy and Copyright Notice

Notice Under Section 10 of the Privacy and Personal Information Protection Act 1998 to Individuals Providing Personal Information on this Construction Certificate Application Form and in Documents Submitted with the Construction Certificate Application.

The personal information that Coffs Harbour City Council ("Council") is collecting on this application form and in any documents submitted with the construction certificate application is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Privacy Act"). The purposes for which the information is being collected are assessment and determination of a construction certificate application under the provisions of the Environmental Planning and Assessment Act 1979 which may include making the application form and any documents submitted with the construction certificate application and documents relating to the determination publicly available for inspection or viewing on the Council's website and in other ways that the Council considers appropriate. The intended recipients of the personal information are Councillors of the Council ("Council"), members of staff of Council, administrators of Council, members of Council committees, delegates of Council, contractors engaged by Council (including legal advisers, consultants and external experts), other public sector agencies and any other person who inspects or views the application form or the documents submitted with the construction certificate application.

5. Privacy and Copyright Notice cont

The supply of personal information requested on the construction certificate application form is not voluntary and if it is not provided, the Council may be unable to process the construction certificate application. The individual to whom the personal information relates, may request the Council to make appropriate amendments (whether by way of corrections, deletions or additions) to ensure that the personal information:

- a) is accurate, and
- b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

Coffs Harbour City Council of Coff and Castle Streets Coffs Harbour, NSW 2450 is the name and address of the agency that is collecting the personal information and the agency that is to hold the information.

Construction Certificate Application and documents may be made publicly available

This construction certificate application form (including any personal information and other information supplied on the form) and any document submitted with the construction certificate application may be made publicly available free of charge on the website maintained by the Council and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the Government Information (Public Access) Act 2009 ("GIPA Act") and Schedule 1 of the Government Information (Public Access) Regulation 2009 ("GIPA Regulation"). In that regard it should be noted that nothing in the Privacy and Personal Information Protection Act 1998 affects the operation of the GIPA Act or operates to lessen any obligations of the Council under the GIPA Act.

Copyright Declaration by Applicant and/or Owners

1. I understand that this construction certificate application form (including any personal information and other information supplied on the form) and any document submitted with the construction certificate application is open access information under the Government Information (Public Access) Act 2009 and may be made publicly available as open access information free of charge on the website maintained by the Council and in other ways that the Council considers appropriate.
2. I give permission to the Council to copy and issue copies of this construction certificate application form (including any personal information and other information supplied on the form) and any document submitted to accompany the construction certificate application and to reproduce and to publish the construction certificate application form and any document submitted to accompany the construction certificate application on the website maintained by the Council and in other ways that the Council considers appropriate and if I am not entitled to copyright in respect of any document submitted to accompany the construction certificate application I confirm that I have obtained permission from the person entitled to copyright in respect of the document to allow the Council to copy and issue copies of the document and to reproduce and publish the document and I indemnify the Council against any claim or action in respect of breach of copyright relating to the Council copying, issuing copies reproducing or publishing the document.

.....
Name (PRINT) and Signature of Applicant (or common seal and signatures of office holders if applicant is a corporation).
 Date

6. Owner's consent

All owner(s) of the land being developed must sign the application. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. Individual owners must sign and print their names. Where the owners are companies or involve a body corporate, sufficient detail demonstrating the authority of the person signing as/or on behalf of owner must accompany the application. If the applicant is not the owner of the land, a statement signed by the owner of the land to the effect that the owner consents to the making of the application is required.

Signature

 Name

 Date

Signature

 Name

 Date

7. Applicant's Signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s:
 Date:/...../.....