



**MATT SHUTER**  
+associates

## NOTICE TO COMMENCE BUILDING WORK & APPOINTMENT OF A PRINCIPAL CERTIFYING AUTHORITY (PCA)

This form is used to:

- Notify the council that you intend to commence building work (MSA will forward)
- Notify the council and the authority that granted development consent that you have appointed a principal certifying authority, being Matt Shuter of MSA under Section 81A of the *Environmental Planning & Assessment Act, 1979*

### 1. DETAILS OF THE APPLICANT / HOLDER OF THE DEVELOPMENT CONSENT

**Important Note: The Applicant must be the owner, or person with the benefit of the development consent**

MR ☐ MS ☐ MRS ☐ DR ☐ COMPANY ☐ OTHER ☐

APPLICANT

ADDRESS

SUBURB

STATE

POSTCODE

TELEPHONE

FAX

MOBILE

EMAIL

### 2. DETAILS OF THE LAND TO BE DEVELOPED

ADDRESS

SUBURB

STATE

POSTCODE

LOT NO.

SECTION

DP/MPS NO.

VOLUME/FOLIO

### 3. DESCRIPTION OF THE WORK PROPOSED

TYPE OF WORK PROPOSED:

☒ BUILDING

☐ ~~SUBDIVISION~~

DESCRIPTION OF THE WORK:



**MATT SHUTER + ASSOCIATES – BUILDING CODE CONSULTANTS + CERTIFIERS**

ABN 88 922 618 360 | Suite 6.02, 26-30 Spring Street Bondi Junction NSW 2022  
Ph: 02 9387 4441 | [info@msaconsultants.com.au](mailto:info@msaconsultants.com.au) | [www.msaconsultants.com.au](http://www.msaconsultants.com.au)

**4. DETAILS OF THE DEVELOPMENT APPROVAL****For DA/CC Approvals**

DEVELOPMENT APPLICATION NO:

DATE THE DA CONSENT WAS GRANTED:

SECTION 96 MODIFICATION (IF APPLICABLE):

DATE THE S96 WAS GRANTED (IF APPLICABLE):

CONSTRUCTION CERTIFICATE (CC) NO:

DATE THE CC WAS ISSUED:

**OR****For Complying Development / CDC Approvals**

COMPLYING DEVELOPMENT CERTIFICATE NO.

DATE THE CERTIFICATE WAS ISSUED

**5. DETAILS OF THE APPOINTED PCA**NAME OF THE PRINCIPAL CERTIFYING AUTHORITY *Matt Shuter for MSA*ADDRESS *Suite 6.02, 26-30 Spring Street*SUBURB *Bondi Junction*STATE *NSW*POSTCODE *2022*TELEPHONE *(02) 9387 4441*FAX *-*MOBILE *0418 414 513*EMAIL *[matt@msaconsultants.com.au](mailto:matt@msaconsultants.com.au)*ACCREDITATION BODY OF THE CERTIFIER *Department of Planning - Building Professionals Board*ACCREDITATION NO. OF THE CERTIFIER *BPB0809*

**6. RESIDENTIAL BUILDING WORK**

1. Are you going to build or alter a residential dwelling/s?

☐ **NO** ▶ Go onto Section 7

☐ **YES** ▶ Complete details in Section 6, question 2 below:

2. Are you proposing to be an owner-builder?

☐ **YES** ▶ What is your owner-builder permit no.? \_\_\_\_\_

☐ **NO** ▶ Then, you must provide the licenced builders details below:

**BUILDER'S NAME**

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**BUILDER'S ADDRESS**

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**TELEPHONE NO.**

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**CONTRACTOR LICENCE NO.**

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Please also provide one of the following:

☐ Evidence that the licensed person is insured to carry out this type of work (copy of the H.O.W Insurance)?

**OR**

☐ A declaration (signed by the land owner/s) that the reasonable market cost of the labour and materials to be used is less than \$20, 000?

**7. PRINCIPAL CONTRACTOR DETAILS – ALL BUILDING WORKS**

Required for all projects - provide Principal Contractors details:

Residential ✓ **DETAILS AS ABOVE**

All Other Developments

**BUILDER'S NAME**

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**BUILDER'S ADDRESS**

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**TELEPHONE NO.**

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**CONTRACTOR LICENCE NO.**

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**8. DATE THE WORK WILL COMMENCE****DATE****NOTE:** LEAVE BLANK IF UNSURE, YOU MUST PROVIDE AT LEAST 2 DAYS NOTICE FROM CC/CDC APPROVAL**9. PCA SIGNATURE + ACCEPTANCE****OFFICE USE ONLY**

I acknowledge that I have been appointed by the applicant to carry out the role of the Principal Certifying Authority for this development.

**SIGNATURE****NAME** *Matt Shuter (PCA)***DATE****10. OWNERS SIGNATURE/S**

- ✓ I am the owner or person having the benefit of the development consent, and hereby appoint the PCA for this project as nominated in this form
- ✓ Where there are multiple owners, ALL owners have signed below
- ✓ I/we have met all the conditions in the development consent or the complying development certificate required to be satisfied before I can begin work

**OWNER/S SIGNATURE**

↩ Sign Here

**OWNER/S NAME**

↩ Print Name Here

**DATE**

↩ Date Here

**NOTE:** THE BUILDING CONTRACTOR CANNOT SIGN THIS FORM UNLESS THEY ARE ALSO THE OWNER OF THE LAND**11. PRIVACY POLICY**

The information you provide in this notice is required under the Environmental Planning and Assessment Act 1979 if you are going to erect a building or carry out subdivision work. If you do not provide the information to the consent authority, you cannot commence the work. The information will be held by the consent authority and by the council. Please contact MSA should any details change.



## 12. REQUIRED INSPECTIONS

### OFFICE USE ONLY

Reasonable notice (typically 48 hours) is required to undertake inspections.

It is noted that the building is classified as Class ..... under the BCA, accordingly the following inspections are required as a minimum:

NO.	PCA TO INSPECT?	INSPECTION TYPE	TO BE INSPECTED BY
1.		<b>At-Commencement of works</b> Typically only required for some major projects	MSA (PCA)
2.		<b>Foundations/footings</b> After excavations + prior to pouring of concrete.	Geotech/structural engineer + MSA
3.		<b>Concrete slabs</b> At time of steel placement + prior to pouring of concrete	Structural engineer + MSA (PCA)
4.		<b>Frames</b> Structural elements - prior to sheeting	Structural engineer
5.		<b>Wet area flashing</b> 10% of wet areas, including internal bathrooms etc and external balconies/planters	MSA (PCA)
6.		<b>Fire safety separation between units</b> After all fire rated walls, floor roofs and in and all services have been fire stopped (mechanical, plumbing, electrical etc) - prior to sheeting	MSA (PCA)
7.		<b>Stormwater Drainage</b> Prior to covering any stormwater drainage connections	Hydraulic/civil engineer + MSA (PCA)
8.		<b>Final inspection</b> Final prior to occupation or use of the building or pool	MSA (PCA)
9.		<b>Pool Fencing</b> Prior to filling of pool	MSA (PCA)
10.		<b>Others</b> The following other inspection may be required (including but not limited to): <ul style="list-style-type: none"> <li>• Engineer</li> <li>• Geotechnical / hydraulic</li> <li>• Plumbing / drainage</li> <li>• Landscape Designer</li> <li>• Energy Efficiency</li> <li>• Disabled Access</li> </ul>	As per DA or MSA Advice

**Mandatory inspections are applicable to this project in accordance with Clause 162A of the Environmental Planning and Assessment Regulation 2000. Failure to have these inspections carried out may result in Occupation Certificate not being issued.**

