

Information for Owners, Builders and Applicants Where Council is the Principal Certifying Authority



Owner's/Principal Contractor's Obligations

- Read and comply with all conditions of consent. (Including displaying any signage required. Note: Pollution Sign is available from Council's Customer Service Counter, 49 Mann St Gosford).
Notify Council in writing at least 48 hours prior to commencement of work. (Form "Principal Certifying Authority" is available on Council's Web Page www.gosford.nsw.gov.au or by contact Customer Services on 4325 8200).
- Erect a sign on the site identifying the person in charge of the work and the PCA, giving their contact numbers. (Note: Sign delivered by Council at commencement inspection).
- Ensure that the contractors/trades people employed on the project are appropriately qualified, experienced, licensed and insured (as required) to carry out and certify the particular works. Provide Council with a copy of the head contractors Home Owners Warranty or Owner Builder Permit.
- Provide Council with at least 24 hours notice to carry out inspections.
- Ensure that any rectification works as required by Council are carried out.
- Ensure that all works are carried out in accordance with the approved plans, specifications and design standards.
- Provide a safe work site in accordance with the Occupational Health and Safety Act.
- Not to occupy the premises until an Interim or Final Occupation Certificate has been issued. An Occupation Certificate can be issued when the building has achieved compliance with the conditions of the Development Consent and Construction Certificate.

Council's Obligations

- Ensure the proposed building works will comply with the relevant provisions of the Building Code of Australia and the Environmental Planning and Assessment Act.
- Be satisfied that a Construction Certificate has been issued.
- Be satisfied that the head contractor has the appropriate Home Warranty Insurance and licence/permit as required by the Home Building Act, 1989.
- Ensure the building is inspected during construction, as detailed on the conditions of approval.
- Ensure that any pre-conditions to the issue of an Occupation Certificate outlined in the Development Consent have been met.
- Provide the necessary Compliance, Occupation or Subdivision Certificates.

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Critical Stage Inspections And Certificates

Your mandatory inspections are listed on your conditions of consent. Please read all conditions of consent carefully before you commence any works. Should you not have all required inspections, Council may be unable to issue an Occupation Certificate for the building works.

WHAT MUST I DO?

Read and comply with all conditions of consent.

Arrange all inspections as listed in your consent.

Handy contact numbers

General building enquiries & inspection bookings	4325 8222
Office of Fair Trading (enquiries re owner builder permit)	133220
Long Service Payments Corporation	131441
Workcover NSW	4321 5000
Master Builders Association	4323 4588