



PCA FORM
NOTICE OF INTENTION TO COMMENCE BUILDING WORK
NOTICE OF INTENTION TO APPOINT PRINCIPAL CERTIFYING AUTHORITY (PCA)

Complete all fields in the “PARTICULARS” section – we cannot accept incomplete forms and they will be sent back to you for your completion.

SECTION 1 : PARTICULARS OF THE APPOINTOR/S

Appointor Name (Cannot be the Building Contractor unless they also own the property)	APPOINTOR NO. 1 	APPOINTOR NO. 2
Appointor Address (nominate 1 address)		
Appointor Contact Details (nominate 1 contact)	Tel/Fax/Email: 	
Site Address of the Proposed Building Works		
Description of the Proposed Building Works		
Estimated Value of Building Works	\$	
Proposed Date to Commence Building Work	If left blank the presumption will be 2 days after PCA appointment date. 	
Development Consent or CDC Date		
Development Consent or CDC Registration Number		
Builder/Principal Contractor		
License/Permit Number		

SECTION 2 : DECLARATIONS BY THE APPOINTOR/S

I/We the aforementioned persons as described as the Appointor/s in the PARTICULARS section hereby declare the following that:

- I/We “have the benefit of the Development Consent or Complying Development Certificate” within the meaning under EP&A Act 1979 for the proposed works as indicated on this form.
- I/We, to the best of my/our knowledge, have completed all details in the PARTICULARS section in a true and accurate manner and hereby indemnify the appointed PCA and Greenfield against any damages, losses or suffering as a result of incorrect information provided under that section.
- I/We understand that the Appointment of the PCA is not taken to be have been accepted until a copy of the acceptance has been signed by the proposed PCA and released to the Appointor/s and the Consent Authority, effective from the date of the acceptance.
- I/We understand that the Commencement of Building Work cannot be any earlier than 2 business days after the appointment of PCA has been accepted and therefore declare that no building works shall commence until after such date.
- I/We authorise the right of entry for any certifying authority arranged by Greenfield Certifiers Pty Ltd to carry out inspections required by the PCA under this agreement.
- I/We authorise the transfer of PCA to another employee of Greenfield if the original PCA ceases employment with Greenfield Certifiers Pty Ltd for any reason or becomes unable to fulfil their duties as the PCA or ceases to become an Accredited Certifier at no cost to Greenfield Certifiers Pty Ltd. I/We accept costs associated with the transfer of the PCA, for any reason whatsoever.
- I/We understand the appointment of PCA shall not be accepted until documentation of required insurances or owner builder permit is submitted to Greenfield, in accordance with the Home Building Act 1989.
- I/We declare that I/we shall notify the PCA, at the earliest possible instance, of any changes to the appointment of the builder and ensure any mandatory insurances required by the incoming builder in accordance with the Home Building Act 1989 are in place.
- ***Regulation 130AB Notice to neighbours requires that your contact details be provided on the Notification. Please advise if you wish to list alternate contact details on the Notification.***

APPOINTOR SIGNATURES

Signature of Appointor 1	X
Full Name of Appointor 1	
Dated	

Signature of Appointor 2	X
Full Name of Appointor 2	
Dated	