



**PERFORMANCE OF
CERTIFICATION WORK
CONTRACT OF AGREEMENT**

Revision Date 28-09-2020

OFFICE USE ONLY

PART A: INTRODUCTION

This is an Agreement between Bega Valley Shire Council (the Council) and the Client (as nominated below)

By virtue of the *Environmental Planning & Assessment Act 1979* Council is a certifying authority and employs accredited certifiers (the Certifier) who are authorised to carry out the Certification Work which is the subject of this Agreement on behalf of the Council.

The Client seeks to engage the Council employees to perform certain Certification Work on the terms set out in this Agreement *

The Client is advised that to the extent that any inspections are required to be carried out under the *Environmental Planning & Assessment Act 1979* and *Environmental Planning & Assessment Regulation 2000* for the Certification Work, those inspections may be carried out by any Council employees who have the necessary accreditation for that work.

* Refer to Part E for particulars of Certification Work.

PART B: PARTIES TO THE AGREEMENT

Client to complete

1. THE COUNCIL

Name	<i>Bega Valley Shire Council</i>		
Address	<i>Zingel Place</i>	PO Box	<i>492</i>
Suburb	<i>BEGA</i>	State	<i>NSW</i>
		Postcode	<i>2550</i>
Email	<i>council@begavalley.nsw.gov.au</i>		Telephone
			<i>(02) 6499 2222</i>

2. THE CLIENT (For whom the Certification Work will be carried out)

Name	Company		
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email	Customer Reference		
<i>Please indicate by 'X' which of the following applies</i>	<input type="checkbox"/>	Client is the property owner	
	<input type="checkbox"/>	Client is duly authorised by the Owner	

Note: The person having the benefit of the Consent, so as to be able to appoint the PCA, may be the owner or an applicant authorised by the owner but may NOT be the builder, unless the builder is the owner.

PART C: DESCRIPTION OF DEVELOPMENT

Client to complete

Provide details of development being certified (e.g. dwelling, garage, swimming pool)

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Unit No	House No	Street
Suburb		
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

PART D: DETAILS OF DEVELOPMENT APPROVAL							Client to complete	
Do you have a development consent?	Yes		Number		Date		No	
Details of any plans and specifications to which these approvals relate (e.g. Drw:SFR2345 dated 01/01/2000)								
PART E: CERTIFICATION WORK TO BE PERFORMED							Client to complete	
This Agreement relates to the following Certification Work: <i>Please indicate by 'X' which of the following applies</i>								
<input type="checkbox"/>	Determination of application for, and issue of, a Construction Certificate*							
<input type="checkbox"/>	Determination of application for , and issue of, an Occupation Certificate*							
<input type="checkbox"/>	Undertaking the functions of the Principal Certifying Authority (PCA) for the development <i>(Refer to Attachment A for description of PCA functions and responsibilities of the Client).</i>							
<input type="checkbox"/>	Determination of application for, and issue of, a Complying Development Certificate*							
<input type="checkbox"/>	Determination of application for, and issue of, a Compliance Certificate*							
<input type="checkbox"/>	Carrying out of inspections under section 22 of the <i>Swimming Pools Act 1992</i> and issuing certificates of compliance under that Act.							
<i>* These certificates are "Development Certificates" for the purposes of this Agreement.</i>								
PART F: CLIENT DECLARATION & SIGNATURE							Client to complete	
<i>I/We agree to pay all fees in accordance with Council's adopted fees and charges as detailed in www.begavalley.nsw.gov.au</i>								
Note: In respect of any unforeseen contingency work provided under this Agreement, the Council is to advise the Client what is required.								
<i>I/We acknowledge that the fees payable are calculated in accordance with Council's adopted Fees & Charges and are to be paid before, or at the time of the lodgement of an application for a Development Certificate and/or before the Council commences to carry out any of the functions as the PCA.</i>								
<i>I/We agree to provide all documents that the Council may reasonably request for it to perform the function of the PCA and/or Certifier.</i>								
<i>I/We agree to provide the Council with access to the development site.</i>								
<i>I/We agree to notify Council of the appointment of the principal contractor.</i>								
<i>I/We agree to notify the principal contractor of any critical stage inspections required to be carried out in respect of the building.</i>								
<i>I/We acknowledge that I/We have received and understand the description of services as outlined within this Agreement.</i>								
<i>I/We confirm that I/We have freely chosen to engage Council to provide certification services, have read this contract and any documents accompanying this contract and understand both my/our roles and the role of the registered certifier.</i>								
Client(s) Name							Date	
Client(s) Signature								
PRIVACY NOTIFICATION								
<p>Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 6499 2222, or the Information and Privacy Commission 1800 472679 or email mailto:ipcinfo@ipc.nsw.gov.au or the website www.ipc.nsw.gov.au.</p>								