

CHECKLIST – PRINCIPAL CERTIFIER APPOINTMENT DOCUMENT SUBMISSION

NOTE: For detailed information on document requirements please consult Council's [ELECTRONIC APPLICATION REQUIREMENTS](#) when lodging your appointment request.

This checklist is to be completed and submitted with your application. Your request will not be accepted by Council unless ALL required documentation is provided at the time of lodgement.

Property Address: _____

Provide any of the following reference numbers where applicable:

Council's DA Number: _____ ePlanning Portal PAN number: _____

Council's CC Number: _____ ePlanning Portal CFT (for CC) Number: _____

Council's CD Number: _____ ePlanning Portal CDC number: _____

SUBMISSION REQUIREMENTS	For ALL other developments	For Residential works only	Applicant to complete✓	OFFICE USE ONLY
<ul style="list-style-type: none"> ✓ Documents required • Documents may be required × No documents required 				
For Construction Certificate (CC) only				Check
Has the development been issued the CC?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Have you provided the issued CC (by uploading to Portal)?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Are the works under \$10,000? (Must answer all below questions if YES)	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Have you got an Owner Builder Permit – works cost exceeding \$10,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Have you got a Licence of Contractor/Supervisor's Certificate – works cost \$10,000 to \$20,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Have you got Home Building Compensation – works cost exceeding \$20,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Has the Principal Contractor (i.e. Builder) Licence details been provided on the Portal?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Are you aware the below fees will be required upon acceptance of your PC Appointment request?				
PC appointment and OC fees paid (as per fee proposal)?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
For Complying Development Certificate (CDC) only				
Has the development been issued the CDC?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Have you provided the issued Certificate (by uploading to Portal)?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Are the works under \$10,000? (Must answer all below questions if YES)	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Have you got an Owner Builder Permit – works cost exceeding \$10,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Have you got a Licence of Contractor/Supervisor's Certificate – works cost \$10,000 to \$20,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Have you got Home Building Compensation – works cost exceeding \$20,000?	×	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Has the Principal Contractor (i.e. Builder) Licence details been provided on the Portal?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Are you aware the below fees will be required upon acceptance of your PC Appointment request?				
PC appointment and OC fees paid (as per fee proposal)?	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/>	
Damage Deposit and inspection fee? (see Council's Fees and Charges)	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
s7.11 or s7.12 contributions been paid? (see Development Contributions)	✓	✓	YES <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

DECLARATION

I (Applicant to print name) _____ declare that:

- a) the documentation has been prepared and submitted in accordance with Council's [Electronic Application Requirements](#); AND
- b) I have completed the all parts of this CHECKLIST and submitted all required documentation ; AND
- c) I understand the need to register an account at the State Government's [ePlanning Portal](#) to allow all parties' correspondences to be interacted via this portal; AND
- d) I confirm my consent to receiving my Notice of Determination documents in an electronic format via Council's secure web link. (or via the [ePlanning Portal](#) if applicable)

Applicants Name (Please Print)

Applicants Signature

Date

OFFICE USE:

Checked by: _____

Date: _____

Disclaimer – This CHECKLIST identifies the MAIN requirements for lodging a PC Appointment request. Any person using the checklist must fill in every field to the best of their knowledge. If necessary, discuss with the relevant Council staff before submitting to the Portal. These documents are subject to change without notice.