

# PRINCIPAL CERTIFYING AUTHORITY (PCA)

## FACT SHEET

### WHAT IS A PCA?

Qualified professionals need to oversee any development, and certify that work is safe and compliant with relevant standards and conditions at various stages.

**You can choose to use Council or a private certifier.** Either way, you first need to apply to Council for development consent, and get a Construction Certificate if building or excavation works (including subdivision) are required.

To ensure your development is completed in a coordinated and timely way, you are strongly advised to engage the same person to issue your Construction Certificate and be your PCA.

The PCA is responsible for:

- overseeing construction works on the site, and
- ensuring all conditions of the development consent are being complied with, and
- ensuring stages of the construction have been certified by the appropriately qualified professional, and
- issuing an Occupation Certificate before the building can be occupied or the development can be used.

### APPOINTING COUNCIL AS PCA

To appoint Council as your PCA, you just need to complete the relevant form, available on our website or from Council's offices.

### PRIVATE CERTIFIERS

If Council is not your PCA, you must advise Council of details of your nominated PCA at least 2 days before you start construction works.

Ensure the person has appropriate accreditation from their relevant professional accreditation board, and adequate professional indemnity insurance, as they are potentially responsible to make good defective work if they have been negligent.

### CAN I CHANGE MY PCA?

It is difficult to change PCAs once construction has started. You can only change your PCA if:

- there are extenuating circumstances (such as death of the PCA if a private certifier), and
- you have obtained approval from their accreditation board for another certifier or Council to act as your PCA to oversee completion of your development.

### WHAT IS COUNCIL'S ROLE IF A PRIVATE CERTIFIER IS THE PCA?

Any complaints arising during construction are usually addressed to Council. Depending on the nature of the complaint, Council will usually direct them to the PCA to resolve.

Council will deal with matters affecting resident wellbeing or the environment, such as noise or air pollution, hours of construction, sediment and erosion control, and waste management. Council can issue warnings or Penalty Infringement Notices (for certain breaches), commence action under the Environmental Planning and Assessment Act by issuing a Notice to Issue an Order, or commence court proceedings for serious offences.

**For more information on this topic phone the Development Services department on (02) 4732 7991**