

This contract meets the requirements of The Building & Development Certifiers Act 2018 and The Building & Development Certifiers Regulation 2020.

This is a contract between the applicant and Greater Hume Council where Council will carry out certification work for the applicant and/or may be appointed as the Certifying Authority in relation to the subject development.

Accredited Certifier

Name	GREATER HUME COUNCIL
Address	39 YOUNG STREET HOLBROOK NSW 2644
Postal Address	PO BOX 99 HOLBROOK NSW 2644
Phone Number	02 6036 0100

The Council is a certifying authority and employs registered certifiers (the Certifier) who is authorised to carry out the certification work and carry out the role as the principal certifier (PC) which is the subject of this Agreement on behalf of the Council.

The applicant seeks to engage the Council to perform certification work on the terms set out in this Agreement. The details of the officers employed by Council as registered Certifiers, any of whom may carry out certification work and PC role/inspections under this contract, can be found on the NSW Government Fair Trading website <https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/preparing-to-build-and-renovate/finding-and-appointing-a-certifier>. Also refer to list of NSW Fair Trading documents as noted on page 4 of this form.

Details of the Certificate Work to be Undertaken

The following certificate works are requested to be undertaken by Greater Hume Council (please select).

<input type="checkbox"/>	The determination of an application for a Complying Development Certificate under Section 4.28 of the Environmental Planning & Assessment Act 1979 (EP&A Act).
<input type="checkbox"/>	The issuing of: <ul style="list-style-type: none"> <input type="checkbox"/> Construction Certificate under Section 6.8 of the EP&A Act. <input type="checkbox"/> Compliance Certificate under Section 6.18 of the EP&A Act. <input type="checkbox"/> Occupation Certificate under Section 6.9 of the EP&A Act.
<input type="checkbox"/>	Appointment as Principal Certifier under Section 6.5 of the EP&A Act for building works.
<input type="checkbox"/>	The carrying out of functions as Principal Certifier under the EP&A Act.
<input type="checkbox"/>	The carrying out of inspections under Section 6.5(b) of the EP&A Act.

Council will undertake the certification work in a professional manner and in accordance with the requirements of the EP&A Act and the Environmental Planning & Assessment Regulation 2000 and The Building & Development Certifiers Act 2018 and Regulations.

Insurance

Registered certifiers employed by Council exercising the certifying functions on Council's behalf are not required to be covered by insurance for the purposes of Division 1 of the *Building & Development Certifiers Act 2018*.

For any further information regarding Greater Hume Council Insurance, details please contact Council's Corporate Services department on 02 6036 0100.

Insurer details: Statewide Mutual Liability Scheme, Certificate No. 000062.

Description of the Site and Development Works to be Undertaken

Property Description

House Number _____ Property Name _____
Street Name _____
Suburb _____ Post Code _____
Lot _____ Section _____ DP _____
Description of Development _____

Type of Approval

Consent Authority	Application Type & Number	Determination Date (to be inserted by Council)
Greater Hume Council	Development Consent Application Number	
Greater Hume Council	Complying Development Certificate Application Number	
Greater Hume Council	Construction Certificate Application Number	

Plans, Specification and Documents

List of all related plans, specifications or other documents issued with the Development Consent or Construction Certificate or Complying Development Certificate **(to be inserted by Council)**.

Fees and Charges

Certification Work

The fees for Council's appointment as Principal Certifier and certification work are based on Council's annual fees and charges, which are published on Council's website (www.greaterhume.nsw.gov.au). For Development Applications, Construction Certificate, Complying Development, Inspections and Final Occupation Certificate Applications a quote for fees applicable for completion of the certification work under this Contract will be emailed to the email address provided in the applicant's details on the Development/Construction Application form. All other certification work fees will be stated on the relevant form.

Contingencies

The fees above provide for Council to carry out one (1) inspection for each critical stage or other inspections.

Additional fees may be charged in the following circumstances:

- a. Additional critical stage inspections or other inspections due to the staging of building works or variations in the construction sequence.
- b. Reinspection of works as a result of the relevant stage of construction not being ready, incomplete or unsatisfactory.
- c. Additional inspections or onsite meetings.

These and any other fees for contingencies are also based on Council's Annual Fees & Charges.

Appointment as Principal Certifier (PC)

If the certification work relates to the functions of a Principal Certifier, you must pay the fees and charges before Council commences those functions, excluding any fees and charges for work arising as a result of unforeseen contingencies.

Unforeseen Contingencies

If Council carries out work as result of unforeseen contingencies, Council will:

- a. Calculate the fee based on its annual fees and charges; and
- b. Email a quote within 21 days after the completion of that work (development only).

You must pay any fees and charges for unforeseen contingencies within the terms.

Unpaid Fees

In circumstances where Council is appointed as PC and the fees are not paid in accordance with this contract, you acknowledge and accept liability for all or any unpaid fees and any associated debt recovery costs plus interest incurred from the time of appointment. You acknowledge and accept that Council, as PC, may suspend services where fees have not been paid, or remain outstanding.

Statutory Obligations and Accredited Certifiers

This contract must attach any document containing information about the statutory obligations of accredited certifiers that is published by the Department of Fair Trading for the purpose of clause 31 of the Building & Development Certifiers Regulation 2020 and available on its website at <https://www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers/certifier-forms>

Please refer to the below list of information sheets.

Applicant Details

I accept the terms and conditions of this contract including the associated payment of fees.

Applicant Name/s _____
Address _____
Email _____
Mobile Phone _____
Signature _____

NSW Fair Trading documents:

<https://www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers/certifier-forms>

Please refer to information sheets for certification contracts, being:

- Information sheet - building surveying/building inspection (includes principal certifier appointments).
- Information sheet - fire safety certification.
- Information sheet - subdivision and strata certification.
- Information sheet - engineering certification.

Please sign and return this form to Greater Hume Council on the following email:

mail@greaterhume.nsw.gov.au

or mail to PO Box 99 Holbrook NSW 2644.

If you require further details or clarification, please do not hesitate to contact Council on 02 6036 0100.

The contract will need to be completed prior to the undertaking of any certification works.

Greater Hume Council Office Use Only – Signed for and on Behalf of Council by an Authorised Officer

Officer's Name _____
Officer's Position _____
Signature _____
Date _____