



# BPB

## Building Professionals Board

### ***Environmental Planning and Assessment Act 1979***

### **Application to replace the principal certifying authority**

The person having the benefit of a development consent\* may apply to the Building Professionals Board for approval to appoint a person to replace the principal certifying authority (PCA) for the development.

The Board must be satisfied it is appropriate in the circumstances for the PCA to be replaced. The proposed replacement PCA cannot be appointed before the Board gives its approval in writing, and the council and the consent authority have been notified.

You need to submit all the information required by the form, including the application fee, so that the Board can consider the application. You will be notified in writing of the decision of the Board.

*NB: If the current PCA, the replacement PCA and the person who appointed the current PCA agree to the replacement, you do not have to obtain the Board's approval to replace the PCA. You may instead complete and lodge a Notice of replacement of the principal certifying authority form and lodge it with the Board, the council and the consent authority before the replacement occurs.*

*\* other than the builder, if the builder is not the land owner.*

#### **1. APPLICANT'S DETAILS**

##### **Name**

|         |  |             |  |
|---------|--|-------------|--|
| Title   |  | Given names |  |
| Surname |  |             |  |

##### **Business address/details**

|                 |  |        |       |  |          |
|-----------------|--|--------|-------|--|----------|
| Business name   |  |        |       |  |          |
| Unit/Street no. |  | Street |       |  |          |
| Suburb          |  |        | State |  | Postcode |

##### **Postal address**

|                 |  |        |       |  |          |
|-----------------|--|--------|-------|--|----------|
| Unit/Street no. |  | Street |       |  |          |
| Suburb          |  |        | State |  | Postcode |

##### **Address for correspondence (select one)**

|             |                          |          |                          |        |                          |
|-------------|--------------------------|----------|--------------------------|--------|--------------------------|
| Residential | <input type="checkbox"/> | Business | <input type="checkbox"/> | PO Box | <input type="checkbox"/> |
|-------------|--------------------------|----------|--------------------------|--------|--------------------------|

##### **Contact details**

|           |     |           |     |
|-----------|-----|-----------|-----|
| Res. tel. | ( ) | Bus. tel. | ( ) |
| Mobile    |     | Fax       | ( ) |
| Email     |     |           |     |

**2. DETAILS OF THE DEVELOPMENT****Development address**

|                 |  |        |  |       |  |          |  |
|-----------------|--|--------|--|-------|--|----------|--|
| Unit/Street no. |  | Street |  |       |  |          |  |
| Suburb          |  |        |  | State |  | Postcode |  |

**Council area:** \_\_\_\_\_**Briefly describe the development:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_**Development consent:**

Development consent/complying development certificate (CDC) no. \_\_\_\_\_

Date of issue:        /        /

Who issued the consent or CDC? \_\_\_\_\_

**Construction certificate:**

Construction certificate no. \_\_\_\_\_

Date of issue:        /        /

Who issued the construction certificate? \_\_\_\_\_

**3. DETAILS OF THE PERSON WHO APPOINTED THE CURRENT PCA**

If this person is the same as the person giving this notice, you do not need to complete this section or section 4.

**Name**

|         |  |             |  |  |  |  |
|---------|--|-------------|--|--|--|--|
| Title   |  | Given names |  |  |  |  |
| Surname |  |             |  |  |  |  |

**Business address/details**

|                 |  |        |  |       |  |          |  |
|-----------------|--|--------|--|-------|--|----------|--|
| Business name   |  |        |  |       |  |          |  |
| Unit/Street no. |  | Street |  |       |  |          |  |
| Suburb          |  |        |  | State |  | Postcode |  |

**Postal address**

|                 |  |        |  |       |  |          |  |
|-----------------|--|--------|--|-------|--|----------|--|
| Unit/Street no. |  | Street |  |       |  |          |  |
| Suburb          |  |        |  | State |  | Postcode |  |

**Address for correspondence (select one)**

|             |                          |          |                          |        |                          |
|-------------|--------------------------|----------|--------------------------|--------|--------------------------|
| Residential | <input type="checkbox"/> | Business | <input type="checkbox"/> | PO Box | <input type="checkbox"/> |
|-------------|--------------------------|----------|--------------------------|--------|--------------------------|

**Contact details**

|           |     |           |     |
|-----------|-----|-----------|-----|
| Res. tel. | ( ) | Bus. tel. | ( ) |
| Mobile    |     | Fax       | ( ) |
| Email     |     |           |     |

**4. SIGNATURE OF THE PERSON WHO APPOINTED THE CURRENT PCA**

Signature \_\_\_\_\_ Name \_\_\_\_\_

Date / /

**5. DETAILS OF THE CURRENT PCA**

Please identify who was appointed as the PCA (accredited certifier/council) for the development the subject of the development consent/complying development certificate identified above:

**Name** (where the PCA is an accredited certifier)

|         |  |             |  |
|---------|--|-------------|--|
| Title   |  | Given names |  |
| Surname |  |             |  |

**Business address/details**

|                 |  |        |       |  |          |
|-----------------|--|--------|-------|--|----------|
| Business name   |  |        |       |  |          |
| Unit/Street no. |  | Street |       |  |          |
| Suburb          |  |        | State |  | Postcode |

**Contact details**

|           |     |           |     |
|-----------|-----|-----------|-----|
| Res. tel. | ( ) | Bus. tel. | ( ) |
| Mobile    |     | Fax       | ( ) |
| Email     |     |           |     |

Accreditation number (where relevant) \_\_\_\_\_

Please **attach** a copy of the *Notice of Appointment of the PCA*.

**6. SIGNATURE OF THE CURRENT PCA**

Signature \_\_\_\_\_ Name \_\_\_\_\_

Accreditation no. (where relevant) \_\_\_\_\_

Name of authorised officer (where relevant) \_\_\_\_\_

Date / /

*NB: Where the replacement PCA is to be the council, an authorised officer of the council must sign the application.*

**7. DETAILS OF THE REPLACEMENT PCA**

Please identify the accredited certifier/council to be appointed as the replacement PCA for the development the subject of the development consent/complying development certificate identified above:

**Name** (where the replacement PCA is to be an accredited certifier)

|         |  |             |  |
|---------|--|-------------|--|
| Title   |  | Given names |  |
| Surname |  |             |  |

**Business address/details**

|                 |  |        |  |       |  |          |  |
|-----------------|--|--------|--|-------|--|----------|--|
| Business name   |  |        |  |       |  |          |  |
| Unit/Street no. |  | Street |  |       |  |          |  |
| Suburb          |  |        |  | State |  | Postcode |  |

**Contact details**

|           |     |           |     |
|-----------|-----|-----------|-----|
| Res. tel. | ( ) | Bus. tel. | ( ) |
| Mobile    |     | Fax       | ( ) |
| Email     |     |           |     |

Accreditation number (where relevant) \_\_\_\_\_

**8. SIGNATURE OF THE REPLACEMENT PCA**

I consent to being appointed as the replacement PCA for the above development.

Signature \_\_\_\_\_ Name \_\_\_\_\_

Accreditation no. (where relevant) \_\_\_\_\_

Name of authorised officer (where relevant)\* \_\_\_\_\_

Date / /

*NB: Where the replacement PCA is to be the council, an authorised officer of the council must sign the application*

**9. REASONS FOR THE APPLICATION**

Please give your reasons for applying to replace the current PCA. Your reasons must be based on fact, refer to any negligence, incompetence and/or breach of the code of conduct for accredited certifiers by the current PCA, and indicate the events, times, dates, locations and nature of any alleged behaviour.

Reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You may attach supporting documents - please list below those attached:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**10. SIGNATURE OF THE APPLICANT**

Signature \_\_\_\_\_ Name \_\_\_\_\_

Date / /

## 11. NOTICE FEE

Please include the fee to replace the PCA of \$40 with your notice.

The fee can be paid by cheque or money order (made payable to the Building Professionals Board) or contact the Building Professionals Board on 02 9895 5950 to pay by Visa/Mastercard.

## 12. CHECKLIST

Please **identify** the information you have attached to support your application:

- Copy of the notice of appointment of the current PCA.
- Application fee.

## 13. WHERE TO SEND YOUR APPLICATION

Please send your completed application to:

The Director  
Building Professionals Board  
PO Box 3720  
PARRAMATTA NSW 2124

If you have any questions about your application, please contact the Building Professionals Board - tel 02 9895 5950, fax 02 9895 5949 or email [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au).