

APPLICATION TO REPLACE A PRINCIPAL CERTIFIER (PC)

(Note: previously the PC was known as the Principal Certifying Authority – PCA)



Fair
Trading

ABN 81 913 830 179

To be used when agreement is NOT reached between the property owner, the current PC and proposed new PC.

Before you start:

If the owner, the current PC and proposed new PC agree to the replacement, you do not need to complete this form. Instead, complete a *Notice to appoint a replacement principal certifier (PC)* which you can download from the Fair Trading website and send copies to the council and the consent authority before you appoint the new PC.

Have you tried to resolve the issue by talking with your current PC?

Your application may be refused unless you can show that you considered other options to resolve the issue. You are reminded that a PC is NOT responsible for supervising builders or tradespeople.

The applicant of this form must be either the owner (the person with the benefit of development consent), OR someone with that person's written authorisation to apply. All persons who own the property must sign the form or provide written authorisation.

The builder cannot apply to replace the PC even with the owner's consent unless the builder is an owner-builder.

You can't appoint a new PC unless:

- all parties agree, OR the Fair Trading gives approval in writing, AND
- the local council and consent authority are notified.

A certifier **must not** act as your PC if their registration is expired, suspended or cancelled or in the case of a private certifier where they are not covered by a current professional indemnity policy. Your PC must immediately advise you if this occurs.

✓	Checklist: have you included...?
<input type="checkbox"/>	Good reason to replace your PC (and supporting documents if required)
<input type="checkbox"/>	A copy of the Notice of Appointment for the current PC (if you do not have this, ask your council for a copy) OR If you are unable to provide a copy of the Notice of Appointment of the current PC a statutory declaration confirming the appointment of the current PC
<input type="checkbox"/>	Evidence of who owns the property (e.g. recent certificate of title, recent council rates notice or recent utilities bill)
<input type="checkbox"/>	Written authorisation from the owner/s (all owners must sign the application form or provide their written authorisation to apply (if you are not the owner)
<input type="checkbox"/>	A copy of the development consent or complying development consent
<input type="checkbox"/>	Signatures of the applicant i.e. owner/s, the current PC and proposed new PC

Applicant details

The applicant is the owner (person with the benefit of development consent) **OR** someone with that person's written authorisation to apply (other than the builder). The signature of all persons who own the property must be provided to confirm their agreement.

If you are applying on behalf of the owner/s you must provide a written statement from each owner that they agree with you making the application on the owner's behalf that is signed by the owner/s.

Name and signature of Owner 1 OR Applicant with all owners written authorisation.

Given name/s			
Surname			
Signature		Date signed	

Name and signature of Owner 2

Given name/s			
Surname			
Signature		Date signed	

Please include documentation with the names and signatures of any additional owners.

Business details

Business name					
Unit/ street no.		Street			
Suburb		State		Postcode	

Postal address – *leave blank if same as above*

Unit/ street no.		Street			
Suburb		State		Postcode	

Contact details

Home ph.		Work ph.			
Mobile					
Email					

ATTACH evidence of who owns the property (e.g. recent certificate of title, recent council rates notice or recent utilities bill)

AND

If you are not the owner, ATTACH written authorisation from the owner to apply.

Details of the development

Development address

Unit/ street no.		Street			
Suburb		State		Postcode	

Council: _____

Brief description of the development:

Development consent or complying development certificate

No. of the development consent or complying development certificate	
Date of issue	
Name of party who issued development consent or complying development certificate	

ATTACH a copy of the development consent or complying development consent.

Remember, a development consent can be issued by a council but not by a private certifier. However, either a council or a private certifier can issue a complying development certificate.

Details of current Principal Certifier (PC)

If the current PC will not sign this form, you may still apply to replace your PC. You will need to explain why the PC does not agree to being replaced.

Council			
Signature of authorised council officer		Date signed	

OR

Individual registered certifier

Given name/s			
Surname			
Registration no.			
Signature		Date signed	

OR

Registered body corporate

Name of registered body corporate (i.e. company name)		Registration number of body corporate	
Name of registered certifier director			
Signature of registered certifier director		Date signed	

ATTACH a copy of the Notice of Appointment for the current PC (if you do not have this, ask your council for a copy. Note that the PC was previously known as the PCA)

OR

A statutory declaration confirming the appointment of the current PC.

Details of proposed new Principal Certifier

Council			
Signature of authorised council officer		Date signed	

OR

Individual registered certifier

Given name/s			
Surname			
Registration no.			
Signature		Date signed	

OR

Registered body corporate

Name of registered body corporate (i.e. company name)		Registration number of body corporate	
Name of registered certifier director			
Signature of registered certifier director		Date signed	

Note: If you want to appoint your local council as the PC and the council does not agree, you will need to explain why on the following page. The council must accept the appointment if the Fair Trading approves the replacement.

Reason/s to replace the Principal Certifier

List the reasons you wish to replace the current PC in the space below.

Reasons must refer to:

- any negligence, incompetence and/or breach by the current PC of the Code of Conduct for Certifiers; and
- relevant events, times, dates and locations.

Attach additional pages if necessary

If the current PC does not agree to being replaced, why not?

Attach additional pages if necessary

If you want to appoint your local council as the PC and the council does not agree, why not?

Why should the Fair Trading approve the appointment?

Attach additional pages if necessary

Optional: the following documents are attached to support my application:

Submit your application

Email: certifierregistration@customerservice.nsw.gov.au