

## CONTRACT FOR CERTIFICATION WORKS

1. Council is a certifying authority and employees registered certifiers who are authorised to carry out certification work on behalf of Council.
2. Section 31 (1) of the *Building and Development Certifiers Act 2018* states that Council must not carry out certification work for a person unless it has entered into a written contract with that person.
3. The owner (or person having the benefit of the development consent) appoints Inverell Shire Council to carry out certification on the terms set out in this contract.

### SECTION A – PARTIES TO THIS CONTRACT

#### 1. Owner/s (or person having the benefit of the development consent)

☐ Mr ☐ Mrs ☐ Ms ☐ Dr Other:

Given Name/s:

Family/Company Name:

Postal Address:

Preferred Phone No.:

Email Address

#### 2. Inverell Shire Council

ABN 72 695 204 530

144 Otho Street, Inverell

Phone: 0267 288 288

Email: [council@inverell.nsw.gov.au](mailto:council@inverell.nsw.gov.au)

### SECTION B – CERTIFICATION WORK

A development proposal will require a Construction/Complying Development Certificate, critical stage inspections and an Occupation Certificate. Inverell Shire Council may be appointed to do part or all of the certification work for your development proposal. Please select the one or more of the following certification work required for your development:

- ☐ Construction Certificate (CC) or Complying Development Certificate (CDC)  
☐ Critical Stage Inspections  
☐ Occupation Certificate

Development Description:

If known, please provide application details, as applicable:

Development Application No.

Dated

Construction Certificate No.

Dated

Issued By:

☐

Inverell Shire Council

☐

Other (specify):

**OR**

Complying Development No.

Dated

Issued By:

☐

Inverell Shire Council

☐

Other (specify):



## SECTION C - PROPERTY DETAILS

Lot No/s.	<input type="text"/>	Section No.	<input type="text"/>	DP/SP No.	<input type="text"/>
Street No.:	<input type="text"/>	Street Name:	<input type="text"/>		
Suburb:	<input type="text"/>				

## SECTION D – CONTRACT DETAILS

### 1. Certifier Details

The details of the officers employed by Inverell Shire Council as registered Certifiers, any of whom may carry out certification works and inspections under this contract, can be found on the Fair Trading and Council's website ([www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)).

### 2. Fees and Charges

The fees and charges applicable for Council to undertake certification works are contained within Council's Fees and Charges available on Council's website ([www.inverell.nsw.gov.au](http://www.inverell.nsw.gov.au)) or for inspection at Council's Administration Centre (144 Otho Street, Inverell). All fees and charges must be paid in full prior to Council determining a relevant certificate and/or undertaking a critical stage inspection.

### 3. Information Brochure

The *Development and Building Certifiers Regulation 2020* requires an information brochure containing details about the statutory obligations of certifiers, published by Fair Trading NSW, to be attached to this contract.

## SECTION E – EXECUTION OF CONTRACT

### 1. Owner/s (or person having the benefit of the development consent)

Declaration:

- I have freely chosen to engage the certifier; and
- I have read the contract and attached information brochure and understand my responsibilities to those of the certifier.

Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>
Signature:	<input type="text"/>	Signature:	<input type="text"/>
Name:	<input type="text"/>	Name:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

### 2. Inverell Shire Council

Authorised Officer Signature:	<input type="text"/>
Name:	<input type="text"/>
Date:	<input type="text"/>