
Guiding Development - Practice Notes

Before work begins

The purpose of this practice note is to provide a checklist of things that need to be done, by those acting on a development consent (and a construction certificate) or a complying development certificate, before work begins on site.

Before work begins

Work includes any site works, not just building work — including any site preparation actions such as excavation, levelling or removing trees. As indicated below, council requirements will apply to this work.

A checklist of things to do

Before any work begins, you should check:

- that any conditions of development consent or complying development certification, requiring action before work begins, have been satisfied, for example, that works for erosion and sediment control are in place
- that a construction certificate has been issued by council or an accredited certifier — works should be organised in accordance with the approved plans and specifications. A number of practice notes explain construction certificates.

In addition, the legislation requires you to do the following before work begins:

- appoint a principal certifying authority (PCA) — the council or a private accredited certifier (see Practice Note: *The role of the principal certifying authority*). For information on a list of accredited certifiers who can act as PCAs see Practice Note: *Who is an accredited certifier?*
- advise the PCA of builder's details in accordance with the *Home Building Act 1989*
- notify the council of your intention to commence work and of the PCA's details two days before work begins — a standard form is provided in the Environmental Planning and Assessment Regulation 1994 (Form 7).