

Application to replace a principal certifying authority (PCA)

Where agreement is NOT reached between the property owner, the current PCA and proposed new PCA

! Before you start:

If the owner, the current PCA and proposed new PCA agree to the replacement, you don't need the Board's approval.

Instead, complete a *notice of replacement PCA* form and send copies to the Board, the council and the consent authority before you appoint the new PCA. This form is available at bpb.nsw.gov.au/engage-certifier/replace-certifier.

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

Your application may be refused unless you can show that you considered other options to resolve the issue. Also keep in mind that a PCA is NOT responsible for supervising builders or tradespeople, or for guaranteeing the fit and finish of building work.

The applicant must be either the owner (the person with the benefit of development consent), OR someone with that person's written authorisation to apply. **The builder cannot apply to replace the PCA** unless the builder is an owner-builder or has the owner's written authorisation to apply.

You can't appoint a new PCA unless:

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

✓	Checklist: have you included...?
	Good reason to replace your PCA (and supporting documents if required)
	A copy of the Notice of Appointment for the current PCA (if you do not have this, ask your council for a copy) OR A statutory declaration confirming the appointment of the current PCA
	Evidence of who owns the property (e.g. recent certificate of title, recent council rates notice or recent utilities bill)
	Written authorisation from the owner to apply (if you are not the owner)
	A copy of the development consent or complying development consent
	The \$40 application fee
	Signatures of the applicant, the current PCA and proposed new PCA

Applicant's details

! The applicant is the owner (person with the benefit of development consent) **OR** someone with that person's written authorisation to apply.

Applicant's name & signature

Title		Given names				
Surname						
Signature						
Date signed						

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	()
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, 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: / /

Who issued the 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.

Current PCA

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

Council			
Signature of authorised council officer		Date when signed	

OR

Individual accredited certifier

Title		Given names	
Surname			
Accreditation no.			
Signature		Date when signed	

OR

Accredited body corporate

Name of accredited body corporate (i.e. company name)		Accreditation number of body corporate	
Name of accredited certifier director			
Signature of accredited certifier director		Date when signed	

! **Attach** a copy of the Notice of Appointment for the current PCA (if you do not have this, ask your council for a copy)

OR

A statutory declaration confirming the appointment of the current PCA (a template is available at www.bdm.nsw.gov.au).

New PCA

Council			
Signature of authorised council officer		Date when signed	

OR

Individual accredited certifier

Title		Given names	
Surname			
Accreditation no.			
Signature		Date when signed	

OR

Accredited body corporate

Name of accredited body corporate (i.e. company name)		Accreditation number of body corporate	
Name of accredited certifier director			
Signature of accredited certifier director		Date when signed	

! If you want to appoint your local council as the PCA and the council does not agree, you will need to explain why on the following page. The council must accept the appointment if the Board approves the replacement.

Reason/s to replace the PCA

Reasons must refer to:

- any negligence, incompetence and/or breach by the PCA of the Code of Conduct for certifiers
- relevant events, times, dates and locations.

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

If you want to appoint your local council as the PCA and the council does not agree, why not? Why should the Board approve the appointment?

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

Application fee

The \$40 application fee is payable by Visa, Mastercard or direct bank deposit/ EFT.

Payment option 1. Visa or MasterCard

Credit card number																			
Name of card holder																			
Card type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard								Expiry										

You may instead provide your credit card details over the phone by calling (02) 8522 7800.

Payment option 2. Westpac account details for EFT (direct deposit)

Account name	Building Professional Board		
BSB	032 001	Account number	115 578
<ul style="list-style-type: none"> Under payment reference, include your name and the words 'replace PCA'. ATTACH a copy of the remittance advice/ receipt. Your application cannot be processed without this information. 			

Please note:

- we no longer accept payment by cheque
- the Building Professionals Board's ABN is 57 391 058 258.

Submit your application

Email preferred: bpb-accreditation@bpb.nsw.gov.au

Or

Building Professionals Board
PO Box 972
PARRAMATTA NSW 2124

More information

- Online enquiry form: bpb.nsw.gov.au/contact
- Phone (02) 8522 7800
- Email bpb-accreditation@bpb.nsw.gov.au

How will the information in my application be used?

The Building Professionals Board takes your privacy very seriously. The information you provide in this form will only be used by the Board to determine your application. Contact the Board for more information or read our privacy statement at bpb.nsw.gov.au/privacy.