

# Notice to appoint a replacement principal certifying authority (PCA)

Where agreement has been reached between the property owner, the current PCA and proposed replacement PCA

**Use this form if** ALL of the following parties agree to replace the PCA for the development:

- the person eligible to appoint the PCA (the person with the benefit of the development consent or complying development certificate)
- the current PCA
- the proposed replacement PCA.

**! Don't have agreement?** You will need to apply to the Building Professionals Board to replace your PCA. Download an application from the Board's website at [bpb.nsw.gov.au](http://bpb.nsw.gov.au)

✓	<b>Checklist: have you included...?</b>
	Signatures of the person eligible to appoint the PCA, the current PCA and proposed replacement PCA
	A copy of the Notice of Appointment for the current PCA (if you do not have this, ask your council for a copy) <b>OR</b> a statutory declaration confirming the appointment of the current PCA

**! Send this notice to your local council, NOT the Building Professionals Board.** The **replacement PCA** must send this notice to the council (unless the council is the replacement PCA), and the consent authority if required, within two days of the replacement PCA being appointed.

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## Details of the person eligible to appoint the PCA

**!** The person eligible to appoint the PCA is the person with the benefit of the development consent or complying development certificate.

### Name & signature

Title		Given names			
Surname					
<b>!</b> Signature					
Date signed					

### Address

Business name (if applicable)					
Unit/street no.		Street			
Suburb		State		Postcode	

### Contact details

Home ph.	( )	Work	( )
Mobile		Fax	( )
Email			

## Details of the development

### Development address

Unit/street no.		Street			
Suburb		State		Postcode	

**Brief description of the development:**

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### 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? \_\_\_\_\_

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## Current PCA

<b>Council</b>			
<b>!</b> Signature of authorised council officer		Date when signed	

### OR individual accredited certifier

Title		Given names	
Surname			
Accreditation no.			
<b>!</b> Signature		Date when signed	

### OR accredited body corporate

Name of accredited certifier director			
<b>!</b> 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.

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## New PCA

<b>Council</b>			
<b>!</b> Signature of authorised council officer		Date when signed	

### OR individual accredited certifier

Title		Given names	
Surname			
Accreditation no.			
<b>!</b> Signature		Date when signed	

### OR accredited body corporate

Name of accredited certifier director			
<b>!</b> Signature of accredited certifier director		Date when signed	

## Notify the council

**!** Send this notice to your local council, NOT the Building Professionals Board. The replacement PCA must send this notice to the council (unless the council is the replacement PCA), and the consent authority if required, within two days of the replacement PCA being appointed.

## More information – Building Professionals Board

- Online enquiry form: [bpb.nsw.gov.au/contact](http://bpb.nsw.gov.au/contact)
  - Phone (02) 9860 1800
  - Email [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au)
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