

5 Find out about inspections

At least ten days before work starts, the PCA must inform you about the inspections required and you must inform your builder. The builder will make arrangements with the PCA for inspections to be carried out as needed. The PCA may not be able to issue certificates for completed work if inspections are not undertaken.

6 Obtain an occupation certificate

Before you can occupy the building, you must apply for and obtain an occupation certificate from your PCA.

The PCA will inspect the completed building work to determine if it is suitable to occupy. If satisfied, they will issue an occupation certificate.

You can appeal to the Land and Environment Court if the council refuses to issue a final occupation certificate (or construction certificate), or if no decision is made after a certain period. You cannot appeal against the decision of an accredited certifier to refuse an application for a certificate.

If you believe your PCA is unreasonably delaying the release of your certificate or approval you should, in the first instance, discuss this with the PCA. If you are not satisfied after that, contact the Board for advice and assistance.

Not all accredited private certifiers can issue all of the above certificates or conduct mandatory inspections. Their authority to issue these certificates depends upon their level of accreditation. Before you engage a certifier, you should check their level of accreditation at www.bpb.nsw.gov.au.

Councils can issue all of the certificates mentioned above.

Find out more

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Parramatta NSW 2150
Tel: (02) 9695 5950
Fax: (02) 9695 5949
Email: info@bpb.nsw.gov.au
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working with a PCA in
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Guide to the building approvals process

A six-step guide to the approvals required for anyone intending to build



Building
Professionals
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Guide For Homeowners And Building Professionals

Daniel F McAuley



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