

TECON WA ENGAGEMENT FORM



WESTERN AUSTRALIA
SOUTH AUSTRALIA
NORTHERN TERRITORY

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BUNBURY OFFICE

4/29 Carey Street,
Bunbury WA 6230
PO Box 1861
Bunbury WA 6231

PERTH OFFICE

Suite 7/6 Abbotsford Street
West Leederville WA 6007

- CERTIFICATE OF DESIGN COMPLIANCE
- CERTIFICATE OF BUILDING COMPLIANCE
- CERTIFICATE OF CONSTRUCTION COMPLIANCE
- TOWN PLANNING CONSULTANCY
- BUILDING CONSULTANCY
- PROJECT MANAGEMENT

By completing and submitting this form you are engaging Tecon Australia Pty Ltd to assess and issue the Certificate of Building Compliance under the WA Building Act, 2011. To allow for issue of the certificates to the Permit Authority, all sections of this application form **must** be completed, if it is not fully completed the processing of the application may be delayed.

Project Description:

Project Address:

Company Name/ Applicant:

Postal Address

CONDITIONS OF ENGAGEMENT OF TECON AUSTRALIA

Once engaged Tecon Australia will provide the following service:

- Provide preliminary compliance advice to the applicant and design team.
- Assess the application for compliance with the WA Building Act, the BCA and issue a Certificate of Design Compliance and Certificate of Construction Compliance.
- Consult with the applicant and the design team on issues that require amendment or adjustment.
- Provide copies of relevant certified forms, certificates and plans and specifications to be lodged the Permit Authority.

The applicant is required to:

- Ensure all documents submitted for the Certificate of Design Compliance and Certificate of Construction Compliance are consistent with the documents submitted for approval under the Planning and Development Act, 2005 and any relevant conditions of that consent.
- **IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, ENSURE THE OWNER OF THE PROPERTY HAS GIVEN WRITTEN CONSENT TO THE ENGAGEMENT OF TECON AUSTRALIA AS THE PRIVATE BUILDING SURVEYOR FOR THIS PROJECT.**
- Ensure that any changes to the documents given for the Certificate of Design Compliance and Certificate of Construction Compliance are resubmitted to this office for further assessment.
- Ensure the builder is provided with a copy of the Certificate of Design Compliance and any attachments and forms.
- Advise Tecon Australia Pty Ltd if you require any superseded documents disposed of in a secure manner.
- Pay all fees as set out on the engagement form within 14 days of receiving the invoice.
- Pay on request interest at a rate of 1.5% per month on any overdue amount on the account.
- Pay expenses incurred or to be incurred in collecting or attempting to collect any overdue monies, including any debt collector's expenses.

...the way forward.

INVOICING DETAILS

Name of recipient

.....
E.g., Name of person or body responsible for the payment of our invoices

Day time telephone number.....**Mobile telephone number**

Facsimile number.....**Email address**

Postal address

ABN/ACN.....**Order number**

I /We advise that I have read, understood and accept the conditions of engagement.

SIGNATURE:
(Owner or owner’s representative)

DATE:

COMPANY:

POSITION:

PAYMENT

- ***By signing the above, you agree to pay all fees within 14 days of receiving the invoice.***
- If paying by cheque, please make payable to TECON WA UNIT TRUST PTY LTD.
- If paying by EFT, please make payments as per details set out on your invoice.
- Overdue accounts will incur an interest rate of 1.5% per month.
- Any additional expenses incurred or to be incurred in the process of collecting or attempting to collect any overdue monies, including any debt collector’s expenses, will be in addition to overdue amount owing.

Please note: Additional charges apply to the following items:

- Redirecting invoices if incorrect information supplied - \$45.00
- Amendments to details after assessment has been completed - \$180 per hour
- Tecon will invoice at the completion of each stage, namely at the after each inspection and at the issue of the permit to occupy.
- If different people are responsible for payment of different stages of the application each relevant person must complete the engagement form and invoicing details.