

How to digitally complete and sign the 'Contract with Hornsby Shire Council (Hornsby Certifiers) to provide Certification Work'



Hornsby Shire Council is using the digital signature platform Secured Signing to execute the 'Contract with Hornsby Shire Council (Hornsby Certifiers) to provide Certification Work'. This platform ensures the contract is secure, legally binding, and conducted in an efficient paper free environment.

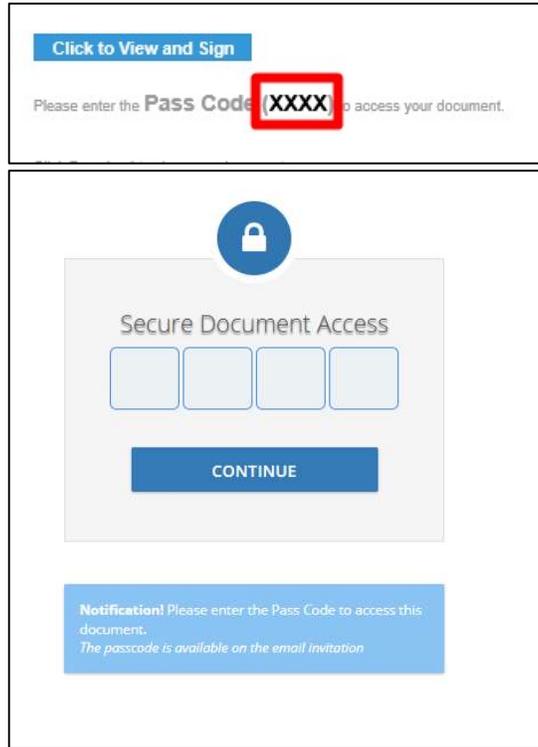
The following instructions will guide you through accessing the portal to review, complete and sign the contract.

At any point during the process, if you require assistance, please contact Hornsby Certifiers via phone on 02 9847 6787 or email hornsbycertifiers@hornsby.nsw.gov.au.

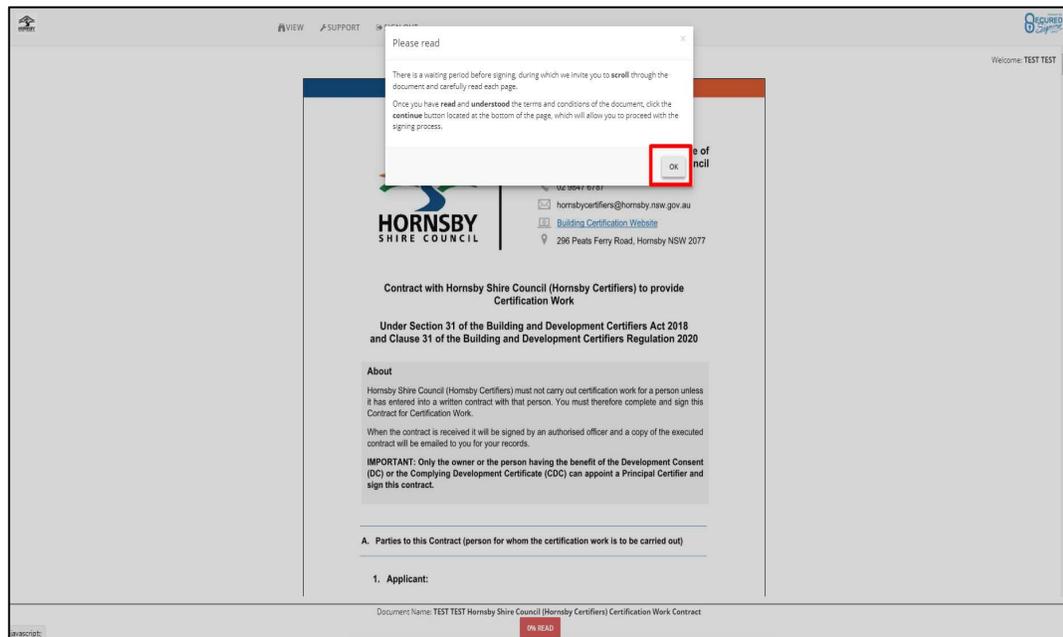
1. Click on the blue button within the email 'Click to View and Sign' to start.

A screenshot of an email invitation from Hornsby Shire Council. The email content includes: a greeting 'Dear TEST,', a thank you for the request, an invitation to digitally complete and sign the contract via an online portal, instructions on what happens after signing, contact information for assistance, a note that printed and handwritten contracts are not accepted, a signing due date of 28 March 2023 at 04:43 p.m. (GMT +11:00), a blue button labeled 'Click to View and Sign' which is highlighted with a red box, a request to enter a pass code (XXXX) to access the document, a 'Download' button, a 'Reroute' button, and a 'Decline' button. The email ends with 'Kind regards, Hornsby Certifiers | Hornsby Shire Council' and contact details: '02 9847 6787 | hornsbycertifiers@hornsby.nsw.gov.au'.

2. Enter the unique **pass code** (displayed underneath the blue button in the email) and click **'Continue'** to access the contract.



3. There is a waiting period before signing can take place, during which time we invite you to scroll through the contract and carefully read each page. Click **'OK'** to commence reading through the contract.



Note: at the bottom of the page, you will see the percentage of the contract read. You need to reach 100% to continue.

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2. Hornsby Shire Council: referred to in this contract as "Hornsby Certifiers" and "the Council"

ABN 20 706 996 972
296 Peats Ferry Road, Hornsby NSW 2077
Email Address: hornsbycertifiers@hornsby.nsw.gov.au

B. Introduction

Hornsby Certifiers is a certifying authority and employs registered certifiers who are authorised to carry out certification work on behalf of the Council.

Section 31 of the Building and Development Certifiers Act 2018 provides that a council must not carry out certification work for a person unless it has entered into a written contract with that person.

The Applicant appoints Hornsby Certifiers to carry out certification work on the terms set out

Document Name: TEST TEST Hornsby Shire Council (Hornsby Certifiers) Certification Work Contract

IN READ

4. Once you have read and understood the document, click '**Continue**' at the bottom of the page.

Document Name: **Hornsby Shire Council (Hornsby Certifiers) Certification Work Contract**

DECLINE CONTINUE

5. Click '**OK**' to continue.

Signing Information

You have been asked by [redacted] to fill in and sign this document

I agree to use of electronic records and digital signature technology, click 'OK' to continue.

Reroute Decline OK

6. The **blue tab** on the left-hand side will guide you through the sections of the contract that you need to complete.

Certification work

Under Section 31 of the Building and Development Certifiers Act 2018 and Clause 31 of the Building and Development Certifiers Regulation 2020

About

Hornsby Shire Council (Hornsby Certifiers) must not carry out certification work for a person unless it has entered into a written contract with that person. You must therefore complete and sign this Contract for Certification Work.

When the contract is received it will be signed by an authorised officer and a copy of the executed contract will be emailed to you for your records.

IMPORTANT: Only the owner or the person having the benefit of the Development Consent (DC) or the Complying Development Certificate (CDC) can appoint a Principal Certifier and sign this contract.

A. Parties to this Contract (person for whom the certification work is to be carried out)

1. Applicant:

Salutation Mr Mrs Ms Miss Other

First Name

Surname

Email

Street Address

Suburb Postcode

Postal Address (if different)

Suburb (if different) Postcode (if different)

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7. When you reach **page 9**, click in the **signature box** to start the signing process.

Applicant Signature

SECURED Signature

Click to Sign

8. You will need to nominate a witness to sign the contract. Enter their **email, first name and last name**. Click 'Ok'.

Witness Details

You **require** a witness for your signature.

Please fill in/check the details below and click Ok

Witness1:

Email

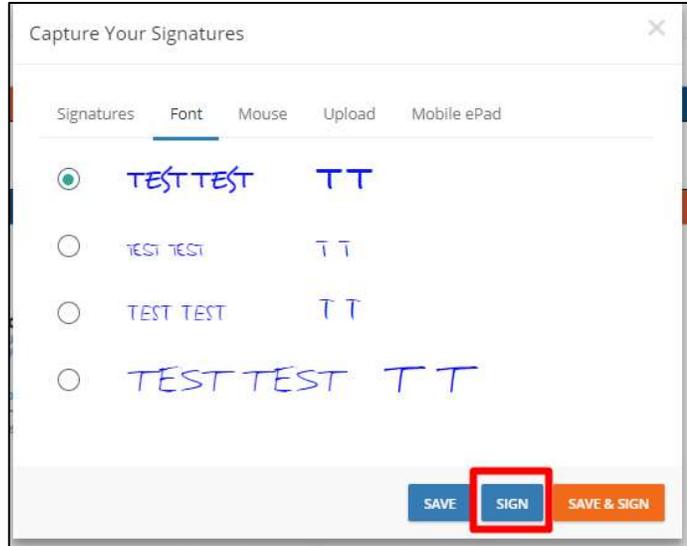
First name

Middle name

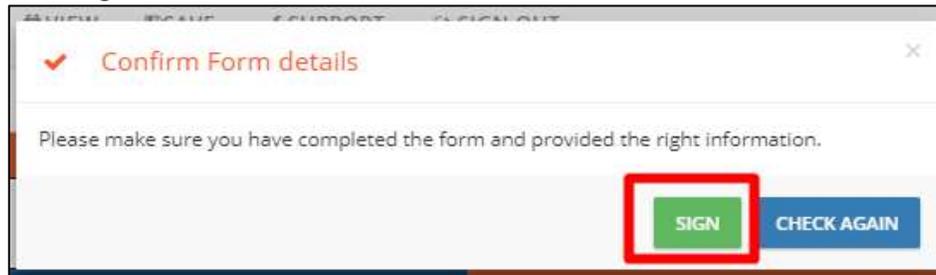
Last name

CANCEL OK

9. Capture your signature and click **'Sign'**.



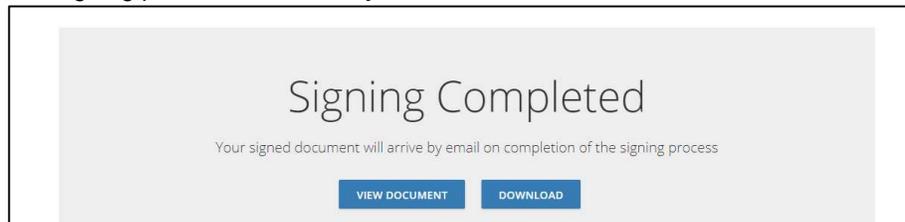
10. Click **'Sign'**.



11. Your signature will appear in the document.



12. The signing process is now **completed**. You can view the document or download a copy.



13. The document will be sent to your nominated witness, Council's Officer, and their witness to sign. Once everyone has signed, you will be emailed a signed copy of the contract.