

Principal design practitioner principal compliance declaration – guidance material

General guidance

A principal compliance declaration (PCD) must be filled out by the principal design practitioner.

The PCD must be provided to the registered building practitioner before the date specified for building work in the notice given by the registered building practitioner (under clause 24 or 25 of the Design and Building Practitioners (DBP) Regulation).

Ensure all documentation evidence and records are kept. In the event of an audit or investigation, practitioners will be asked to justify any declaration that has been made. Do not submit information that is not requested in this form.

Further information about how to submit this PCD form, by when and by whom and the transitional provisions for work that needs to be declared are available in the [Quick Reference Guide](#).

More information on regulated design obligations can be found in the [Design Practitioners' Handbook](#).

Part 1 – Details

Part 1. Details

Please insert the building project address to which this declaration relates

For registered body corporates, give full names of registered individuals and the corporation on behalf of which the declaration is made.

Principal design practitioner name

Registration number of principal design practitioner

Body corporate name (if applicable)

Registration number of body corporate (if applicable)

Email address

Contact number

ABN/ACN

This section of the PCD form requires details of:

- the building address for which the PCD relates to,
- the registered individual principal design practitioner, including their name, registration number, class of registration, email address and contact number, and
- the registered body corporate principal design practitioner (if applicable). **Note:** only list a body corporate on this form if it is registered under the DBP Act and the individual design practitioner is making the PCD on the body corporate's behalf. If a body corporate is listed in part 1 of this form, then the same body corporate should also be listed in part 2 of the form.

The DBP legislation generally holds individual practitioners accountable for actions regulated under the [DBP Act](#).

A registered body corporate principal design practitioner must ensure that any individual that provides a declaration on its behalf has the appropriate registration under the DBP Act to make that declaration.

The principal compliance declaration (PCD) number starts at PCD-001 for the first PCD made. Subsequent numbers are PCD-002, PCD-003, etc.

PCD- ___ (this is the PCD number)

This question creates a PCD number, which is a unique identifier number specific to the principal design practitioner making the declaration. This number will allow principal design practitioners and building practitioners to identify and track the declarations that have been made and any variation of the declarations. Also, it will allow principal design practitioners and building practitioners to track the number of declarations that can exist over different stages (and associated construction certificates) of a building project.

If a principal design practitioner makes a PCD, the original PCD number will be PCD-001. Subsequent numbers are PCD-002, PCD-003 etc.

Electronic file naming of the PCDs in the **.pdf** format is recommended to include the PCD number. E.g. 'Principal Design Compliance - PCD-001 *Description.pdf*'.

Declaration 1

I declare:

1. Has a design compliance declaration been provided in accordance with this Act for each regulated design prepared for the building work?

☐ Yes

☐ No

If 'Yes', please list each regulated design for which a compliance declaration has been provided.

This declaration is required by the [DBP Act](#).

If the answer to the question is 'yes', please list each regulated design for which a design compliance declaration has been submitted. This list provides a link between the principal design practitioner's declaration and the regulated design declarations. An attachment may be used if additional space is required.

Declaration 2

2. Has each design compliance declaration been provided by a registered design practitioner whose registration authorises the practitioner to provide a declaration as to the matters to which the declaration relates?

☐ Yes

☐ No

If 'No', please provide further information

This declaration is required under the [DBP Act](#).

If the answer to the question is 'no', please provide further information.