

Submitting a Complying Development Certificate Application



Applicant

To apply for a Complying Development Certificate (CDC) via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide.

Creating a new application

1. **Click** New and **select** Complying Development Certificate from the dropdown list.

A screenshot of a dropdown menu. At the top, there is a blue plus sign followed by the text 'New' and a downward arrow. Below this, there are two options: 'Complying Development Certificate' (highlighted with a red border) and 'Free Tree Voucher'.

To submit a CDC application, there are up to 6 steps that must be completed:

1. Applicant details.
2. Development details.
3. Registered practitioner details (class 2 developments only).
4. Certifier details.
5. Requirements and uploads.
6. Review and complete.

Capturing Applicant details

A horizontal progress bar with five steps. The first step, '1. Applicant details', is highlighted with a red border. The other steps are '2. Development details', '3. Certifier Details', '4. Requirements and uploads', and '5. Review and complete'.

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

2. **Enter** the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details.

As you enter the applicant's address, it will be validated against the registered address database. Select an option from the list to proceed.

A screenshot of the 'Applicant details' form. The title 'Applicant details' is in blue. Below it are several fields: 'Title' with a dropdown menu showing 'Please Select...'; 'First given name *' with the text 'Kea'; 'Other given name/s' with an empty text box; 'Family name *' with the text 'Allerby'; and 'Contact number' with an empty text box.

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3. **Indicate** if you are applying on behalf of a company.

If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Indicate if the company is the nominated applicant for this application.

ACN ▾ Enter here and search Search

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

Trading name

Is the nominated company the applicant for this application? *

Yes
 No

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

4. **Identify** the owners of the development site.

If there are multiple owners, select the appropriate button and click 'Add Owner'.

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by clicking Add Owner.

If a company or business owns the development site, enter the company name and ABN.

Who owns the development site?

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

There are one or more owners of the development site and I am NOT one of them

A company, business, government entity or other similar body owns the development site

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application requirement. If consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners.

Owners Details

Add Owner

Owner 1
Company name *
Enter registered business name

ABN

Note: If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

You may be required to complete the declaration below to continue.

I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

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- 5. Indicate** if there are any security or site conditions which may impact the inspection.

If Yes, you will be prompted to provide further details.

- 6. Indicate** if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

- To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

- 8. Click** Save and continue.



Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

Capturing Development details

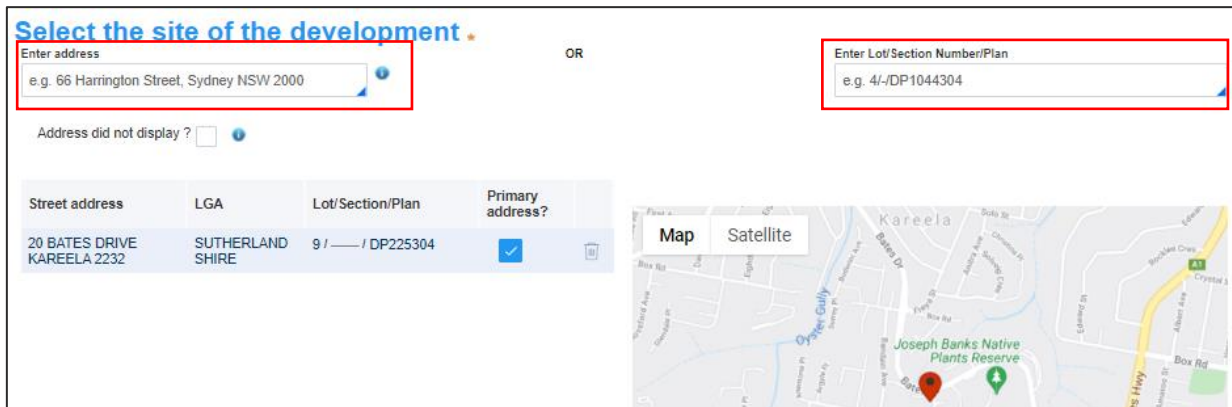
- 1. Select** the application type.
If modification is selected, you will be prompted to enter details of the previous consent and proposed modification.

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9. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.

Repeat as required until all development sites are located.





Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>

Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

10. **Indicate** the primary address of the development. This field is mandatory.

You can delete the address by **clicking** on the trash icon.



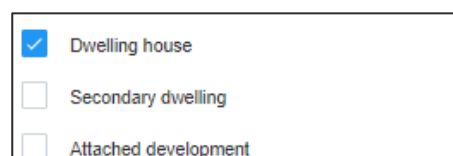
Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/> 

11. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.



Summary of planning controls	
Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

12. **Select** the proposed development type(s) from the list.



- Dwelling house
- Secondary dwelling
- Attached development

Note: There is a [What is this?](#) hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

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13. Enter a detailed description of the development that you are proposing.

Please provide a detailed description of the development*
For example: Demolition of existing buildings, construction of a single

Please provide a detailed description of the proposed mod

14. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building)

Yes

No

15. Enter the estimated area of bonded asbestos removal in square metres.

Estimate of the area (if any) in square meters of bonded asbestos material

0

16. Enter the estimated cost of work / development including GST as a plain numerical value (no dollar sign).

What is the estimated cost of work / development, including GST? *

17. Select the lot type.

What is the lot type? *

Corner lot

Parallel road lot

Battle-axe lot

Standard lot

18. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number in the space provided.

Click Add to enter additional BASIX certificate numbers.

BASIX certificate [What is this?](#)

Do you have one or more BASIX certificates? *

Yes

No

Enter in the BASIX certificate number *

Note: A BASIX certificate is only required for certain residential developments. If this question appears on your application, **click** the [What is this?](#) tool tip to find out more.

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19. Indicate if you have already obtained a 10.7 Planning Certificate.

If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

10.7 Certificate

Have you already obtained a 10.7 certificate? *

Yes

No

Would you like to start a Planning Certificate 10.7 application? *

Yes

No

Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

20. Indicate if approval under s68 of the Local Government Act 1993 is required.

If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Government

Is approval under s68 of the Local Government Act 1993 required? * [What is this](#)

Yes

No

Have you already applied for approval under s68 of the Local Government Act? *

Yes

No

Would you like to apply for approval under s68 of the Local Government Act? *

Yes

No

Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

21. Click Save and continue.

Save and continue

Capturing Registered practitioner details

1. Applicant details 2. Development details 3. Registered practitioner details 4. Certifier Details 5. Requirements and uploads 6. Review and complete

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Registered practitioner details can be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

22. To add registered practitioner details to the application, click the corresponding + Add button and enter the details.

23. Click Save and continue.

Save and continue

Capturing Certifier details

Note: You can search for the principal certifier by Company name, Trading name, ABN or ACN.

24. Enter the Principal Certifier details by;

- Selecting** an operator to search by from the list
- Enter** your search term in the space provided then **click** Search
- Click** on the certifier from the list of options.

Note: The details of the selected certifier will appear below the search field.

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25. Click Save and continue.

Save and continue

Capturing Requirements and uploads

1. Applicant details 2. Development details 3. Certifier Details 4. Requirements and uploads 5. Review and complete

26. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before clicking Attach.

Upload

Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

27. Click Save and continue.

Save and continue

Reviewing and submitting

1. Applicant details 2. Development details 3. Certifier Details 4. Requirements and uploads 5. Review and complete

28. Complete the declarations and click Submit CDC Application.

Submit your application.
Declarations *

- I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.
- I understand that the application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this application, and may be provided to other State agencies.
- I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.
- The information and materials provided may be used for notification and advertising purposes, and may be made available to the public for inspection.
- I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act).

Previous Save and exit Submit CDC Application

Note: You can Save and exit your application or move to Previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

End of steps

What Happens Next?

If you have initiated a related application such as a 10.7 Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.