

Submitting an Application for a Construction Certificate

Applicant

To apply for a Construction Certificate via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our Registering for the NSW Planning Portal quick reference guide.

You can apply for a construction certificate via the NSW Planning Portal using two different methods.

- As a related application via an online development (DA)
- Stand-alone (consent application is outside of the NSW Planning Portal)

Follow the instructions below for your required method.

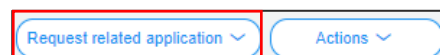
Initiating an application

1. Log in to the NSW Planning Portal and;

- a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or



- b) Connect to an existing DA application, by first Locating the existing DA, opening that application and **selecting** Request related application.



- c) **Click** on Request related application.



Note: When submitting a related application, this links your CDC or DA. Most fields entered on the DA or CDC will auto-populate to this application so you may not have to complete some of the following steps but instead you can review the information.

Submitting an Application for a Construction Certificate



Applicant

2. **Select** Construction certificate from the list of options.

Select the certificate action you would like to apply for

- Subdivision certificate
- Construction certificate
- Principal Certifier appointment
- Occupation certificate
- Subdivision works certificate

3. **Select** the Class of development.

Class of development

The development comprises the following Building

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)

4. **Select** whether the application is for the full development or part of the development.

Select the type of certificate you wish to apply for

- Certificate for the full development
- Certificate for part of the development

5. **Indicate** if the application is for modification of a current construction certificate.

If Yes, you will be requested to enter details of the current construction certificate under related approval.

Is the application for modification of a current construction certificate?

- Yes
- No

6. **Select** the approval type this certificate application relates to from the options available and enter the related approval details.

Related approval

Which approval type is this certificate in relation to?

- Development Application number (DA)
- State determined (SSI / SSD)

Please enter the DA number which is related to this certificate application (please include the SSI/SSD prefix)

Note: if the DA number has not yet been given by the council please enter "To be determined"

Was the DA applied for via the NSW Planning Portal?

- Yes
- No

Has the DA been determined?

- Yes
- No

Was a relevant construction certificate applied for via the NSW Planning Portal?

- Yes

Related approval

Which approval type is this certificate in relation to?

- Development Application number (DA)
- State determined (SSI / SSD)

Enter State determined number of the approval which is related to this certificate application (please include the SSI/SSD prefix)

Has the SSI / SSD case been determined?

- Yes
- No

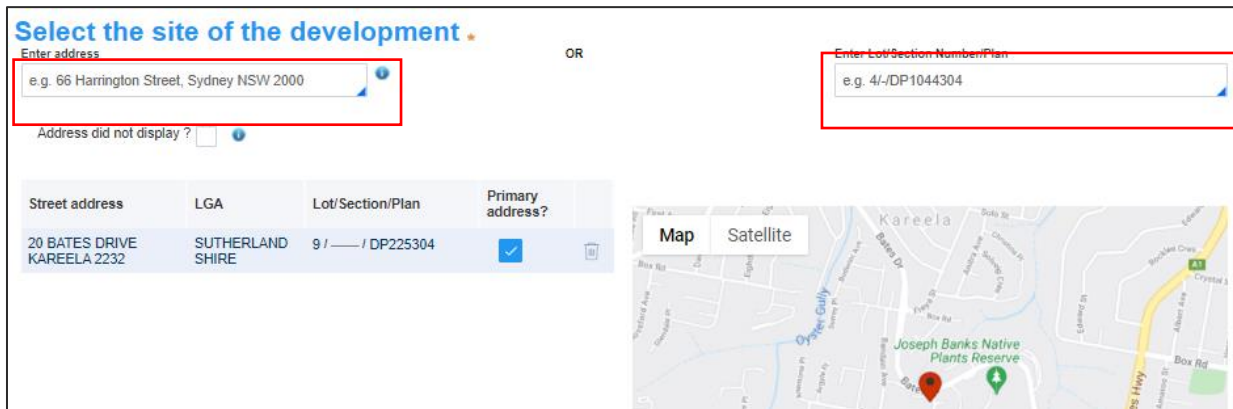
Submitting an Application for a Construction Certificate

Applicant

Note: If a relevant construction certificate was not applied for on the NSW Planning Portal, then select Not applicable, rather than No.

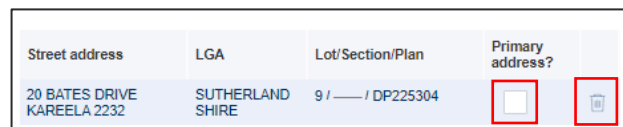
7. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.

Repeat as required until all development sites are located.

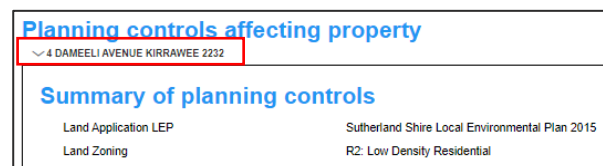


Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

8. **Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the trash icon.



9. 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

10. **Click Next.**



Note: The following tabs need to be completed step-by-step, starting with Contact Details.

Submitting an Application for a Construction Certificate



Applicant

- 1. Contact Details
- 2. Proposed development
- 3. Principal Certifier
- 4. Requirements and uploads
- 5. Review And Submit

Capturing Contact Details

When an application is linked to an online DA, the majority of the information is pre-populated from the DA. You will be required to review and update where necessary.

- 11. **Review** the applicant details and ensure the information is correct or update as required.

The screenshot shows a form titled "Primary Applicant details". It includes a green header with a note: "This person will receive all the system generated notification emails in relation to the application." Below this, there are instructions: "Please enter the contact details of the applicant for this application." and "Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the". The form fields include: Title (Please Select...), First given name (Kalle), Other given name/s, Family name (Kelly), Contact number (0233334444), Email (applicant999@yopmail.com), and Address (20 BATES DRIVE KAREELA 2232).

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

The screenshot shows a form titled "Is the applicant a company?". It has two radio buttons: "Yes" (which is selected) and "No".

If you answered Yes

- **Search** for the company by choosing an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided

The screenshot shows a search form with a dropdown menu set to "ACN", a search input field containing "Enter here and search", a "Search" button, and a checkbox labeled "Not found? Please select the checkbox to enter details manually." Below the search bar are several empty input fields labeled "Name", "ABN", "ACN", and "Trading Name".

Capturing Land owner details

Land owner details can be entered manually, or, if they are the same as the applicant details, there is an option to copy the applicant details.

Submitting an Application for a Construction Certificate



Applicant

13. 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.

14. 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.

15. Indicate who will be carrying out the construction works or if not determined at this time.

Who will be doing the building work? *

Licensed Builder

Owner Builder

Not determined at this time (This information will be required prior to work commencing)

16. Indicate whether the Builder or Principal Contractor details are for an individual or company, business, government entity, other etc.

Depending on your selection, the appropriate fields will be defined. Complete as required.

Builder details or Principal Contractor

Select the option that is applicable *

Individual

A Company, Business, Government entity or other similar body.

ACN **Search** Not found? Please select the checkbox

Name

ABN

Submitting an Application for a Construction Certificate



Applicant

17. **Indicate** whether the Long Service Levy has been paid.

Have you paid the Long Service Levy?

Yes

No

NA

Note: The long service levy must be paid prior to a construction certificate being issued.

18. **Indicate** whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.

Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

19. **Identify** if the payer is an individual or company/business/government entity etc and **enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: ⓘ

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

Title

Please Select... ▾

First given name *

Other given name/s

Family n.

20. **Search** to **enter** the developer details.

Note: This is not mandatory.

Developer details

ACN ▾ Enter here and search Search

ABN ACN

Name

21. **Click** Save and continue.

Capturing Proposed development details

1. Contact Details 2. **Proposed development** 3. Principal certifying authority 4. Requirements and uploads 5. Review And Submit

22. **Select** the type(s) of development from the list provided.

Type of development*

<input checked="" type="checkbox"/> Dwelling	What is this?
<input type="checkbox"/> Secondary dwelling	What is this?
<input type="checkbox"/> Semi-attached dwelling	What is this?
<input type="checkbox"/> Dual occupancy	What is this?

Note: The class of development selected when the application was initiated will be presented. Continue to the next field.

23. **Enter** a detailed description for the development.

Please provide a detailed description of the development*

Demolition of existing building and construction of new single story dwelling.

24. **Enter** an estimated cost of the development, inclusive of GST.

Please provide the estimated cost of the development?

25. **Enter** the total land area in sqm.

Land area (sqm) *

26. **Enter** the current gross floor area (sqm) of the development.

What is the current gross floor area

27. **Enter** the gross floor area of the new development when completed.

When complete, what will the gross floor area of the new development be? *

Submitting an Application for a Construction Certificate



Applicant

28. Enter the current usage of all parts of the development, for example, residential.

What are the current uses of all parts of the building(s)/land? (if vacant please state)

Residential

29. Enter the proposed use of all parts of the buildings, for example, residential.

What is the proposed use of all parts of the building(s)/land?

Residential

30. Select whether the building is Attached, Detached (Free standing) or Semi-detached.

Is the proposed building is attached, detached (i.e. free standing) or semi-detached?

Attached

Detached (Free-standing)

Semi-detached

31. Enter the number of dwellings and their bedrooms for the development.
Enter 0 in the non-applicable fields.

Number of one bedroom dwellings in the proposed development*

0

Number of two bedroom dwellings in the proposed development*

0

Number of three bedroom dwellings in the proposed development*

0

Number of four bedroom dwellings in the proposed development*

1

32. Enter the height of the development.

Ultimate height of the development (m)

9

33. Enter the number of pre-existing dwellings on the site.

Number of pre-existing dwellings on site

1

34. Enter the number of dwellings to be demolished.

Number of dwellings to be demolished

1

35. Enter the number of dwellings proposed as part of this certificate.

Number of dwellings proposed as part of this certificate

1

Submitting an Application for a Construction Certificate



Applicant

36. Enter the number of proposed storeys.

Number of storeys proposed in the new building(s)
1

37. Enter the number of proposed lots.

Number of proposed lots
1

38. If prompted, **indicate** the materials to be used in the construction process, by selecting the checkboxes next to the relevant materials.

Walls★	Roof★	Floor★
<input type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Concrete (20)
<input type="checkbox"/> Cladding-aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)
<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)

39. **Indicate** if you are proposing to carry out alterations or modifications to existing relevant fire safety systems.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?

Yes

No

Note: If you select 'Yes' for alterations or modifications, you may provide further information, for example, if you change the location of an access panel.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? ★ ⓘ

Yes

No

Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	Change location
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

40. **Indicate** whether fire safety measures will be installed to the building.

Are proposed fire safety measures to be installed in the building?

Yes

No

Note: If you select 'Yes', you may provide further information, for example, if you are installing an access panel.

Submitting an Application for a Construction Certificate



Applicant

Are proposed fire safety measures to be installed in the building?*

Yes
 No

Fire Safety Measure	Is this measure installed in the building?	Please enter proposed standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

41. Click Save and continue.

Save and continue

Capturing Registered practitioner details

1. Contact Details 2. Proposed development 3. Registered practitioner details 4. Principal Certifier 5. Requirements and uploads 6. Review And Submit

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

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

Designer

No Designer added

Engineer

No Engineer added

Building Practitioner

43. Click Save and continue.

Save and continue

Submitting an Application for a Construction Certificate



Applicant

Principal Certifier selection

- 1. Contact Details
- 2. Proposed development
- 3. **Principal certifying authority**
- 4. Requirements and uploads
- 5. Review And Submit

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

44. Enter the Principal Certifier details by;
- a. **Selecting** an operator to search by from the list
 - b. **Enter** your search term in the space provided then **click** Search
 - c. **Click** on the certifier from the list of options.

ACN Search

- Select...
- Company Name
- Trading Name
- ABN
- ACN

Company Name Search

Company Name

Nominated Principal Certifier details
Company name
SUTHERLAND SHIRE COUNCIL

Trading name
SUTHERLAND SHIRE COUNCIL

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

45. Click Save and continue.

Save and continue

Uploading documentation

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

- 1. Contact Details
- 2. Proposed development
- 3. Principal certifying authority
- 4. **Requirements and uploads**
- 5. Review And Submit

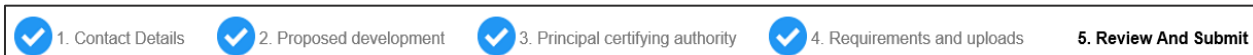
46. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

47. Click Save and continue.

Save and continue

Reviewing and submitting an application



48. After reviewing all the information provided on the application, **complete** the applicant declaration.

Declarations *

Applicant declaration

Select all

I declare that all the information in my application and accompanying documents

I understand that the application and the accompanying information will be provided to the consent authority, and may be provided to other State agencies.

I understand that if incomplete, the consent authority may request more information.

49. Click Submit.

Submit

End of steps

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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.