

Submitting an Application to Appoint a Principal Certifier

Applicant

To apply for a principal certifier appointment application 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.

Getting Started

You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods

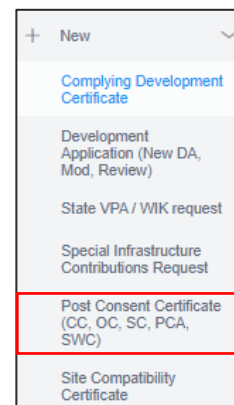
- Via an online development (DA) or online complying development certificate (CDC) application
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

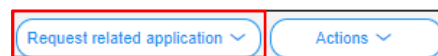
Initiating an application

1. Log in to the NSW Planning Portal and

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



- b) Connect to an existing DA/CDC application, by first locating and opening the existing DA/CDC, then **select** Request related application. **Click** on Request Certificate.



Note: When connecting an existing consent application in the portal, such as a DA or CDC, the majority of information contained on the consent application will prefill the certificate application, saving you time and effort in completing the required information.

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2. **Select** the certificate type Principal Certifier appointment.

Certificate type

Select the certificate action you would like to apply for *

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

3. **Select** the class(es) of development.

Class of development *

The development comprises the following Building Code of Australia classes:

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)

Note: You might not be required to complete all the following steps if you are applying via an online development (DA) or online complying development certificate (CDC) application.

4. **Select** an approval type and **complete** related approval questions.

Which approval type is this certificate in relation to? *

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

Please enter the DA number which is related to this certificate

Note: if the DA number has not yet been given by the council

Was the DA applied for via the NSW Planning Portal? *

- Yes
- No

Has the DA been determined? *

- Yes
- No

Was the CC applied for via the NSW Planning Portal? *

- Yes
- No

Has the CC been determined? *

- Yes

Which approval type is this certificate in relation to? *

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

Please enter CDC number of the approval which is related to this

Was the CDC applied for via the NSW Planning Portal? *

- Yes
- No

Has the CDC been determined? *

- Yes
- No

Which approval type is this certificate in relation to? *

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

Enter State determined number of the approval which is related to

Has the SSI / SSD case been determined? *

- Yes
- No

Note: The type of approval selected will define the remaining related approval fields that must be completed.

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5. **Enter** the relevant street address or lot/section number/plan for the application. Once the address has been located by the system, **click** on the Primary address box.

Enter address
2 BELMONT STREET SUTHERLAND 2232

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

6. **Click** Next.

Next

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

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 or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

7. **Review** the applicant details and ensure the information is correct or update as required;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address (residence or business)

Applicant details
Please enter the contact details of the applicant for this application.
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 consent.

Title ▾
Mr

First given name ▾ Other given names Family name ▾
applicant applicant

Contact number Email
0404040404 newda@yopmail.com

Address
2 BELMONT STREET SUTHERLAND 2232

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

If you answered Yes,

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- **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

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.

Note: The next section is completing the Land owner details. If the land owner details are the same as the applicant details there is an option to copy the applicant details.

9. **Select** who owns the development site and complete the owner details if defined below.

Click on Owner Builder if the development is being conducted by the applicant as an owner builder.

Click Add Owner and complete owner details if there are multiple owners.

10. **Indicate** who will be carrying out the building works, or if not determined at this time.

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Note: If the builder or principal contractor is yet to be determined, skip the next step.

11. 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 Enter here and search Not found? Please select the checkbox
Name
ABN

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

If yes you will be prompted to provide further details.

Are there any security or site conditions which may impact on the person undertaking the inspection?
 Yes
 No

13. 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

First given name ★ Other given name/s Family name

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14. Enter the Developer details.

Developer details

Please ensure that this information is entered as it is mandatory for 'Class 2' developments.

ACN

ABN ACN

Name

Note: The developer details is mandatory for all Class 2 developments.

15. Click Save and continue.



Note: The next tab is Proposed development and consists of information relating to the development.

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

Capturing Proposed development details

16. Select the type of development or if complete, continue to the next step.

Type of development*

Dwelling [What is this?](#)

Secondary dwelling [What is this?](#)

Semi-attached dwelling [What is this?](#)

Dual occupancy [What is this?](#)

17. Select the Class of development.

Class of development*

The development comprises the following Building Code of Australia classes

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

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

Class 2 [What is this?](#)

Class 3 [What is this?](#)

Note: The class of development will already be selected. Continue to the next question.

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18. **Enter** a detailed description for the development or if complete, continue to the next step.

Please provide a detailed description of the development *

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

19. **Enter** an estimated cost of the development, inclusive of GST. If complete, continue to the next step.

Please provide the estimated cost of the development?

20. **Enter** the number of storeys in the new building.

Number of storeys proposed in the new building(s)

21. **Click** Save and continue.

Save and continue

Note: The next tab is called Principal Certifier.

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

Capturing Principal Certifier selection

22. **Enter** the anticipated date the construction work is set to commence from the calendar.

When is it anticipated that the construction work on the site will commence?

23. **Enter** the anticipated date an occupation certificate will be sought from the calendar.

When is it anticipated that an occupation certificate will be sought for the site?

26/11/2020

Note: The anticipated date that an occupation certificate will be sought will automatically populate a date that is 6 months from the day the application was created.

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24. Enter the Principal Certifier details.

A search form with a dropdown menu on the left showing 'ACN' selected and a list of options: 'Select...', 'Company Name', 'Trading Name', 'ABN', and 'ACN'. To the right is a text input field and a 'Search' button.

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

25. Enter the details in the space provided, then **click** Search.

A search form with a dropdown menu on the left showing 'Company Name' selected. The text input field contains 'Sutherland council' and a 'Search' button is to the right.

26. Click on the certifier from the list of options.

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

A search form with a dropdown menu on the left showing 'Company Name' selected. The text input field is empty and a 'Search' button is to the right. Below the search field, the following details are displayed:

Nominated Principal Certifier details
Company name
SUTHERLAND SHIRE COUNCIL
Trading name
SUTHERLAND SHIRE COUNCIL

27. Click Save and continue.

[Save and continue](#)

Note: The next tab is the Requirements and uploads section.

A progress bar with five steps: 1. Contact Details (checked), 2. Proposed development (checked), 3. Principal certifying authority (checked), 4. Requirements and uploads (active), and 5. Review And Submit.

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.

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

[Upload](#)

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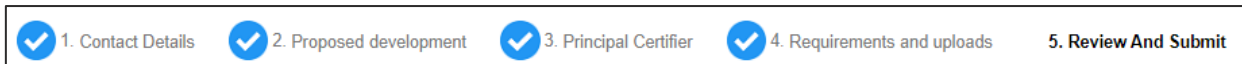


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29. Click Save and continue.

Save and continue

Note: The final tab is Review And Submit.



Reviewing and submitting an application

30. After reviewing all the information provided on the application, **complete** the declarations to submit the application.

31. 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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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