

Appoint a Principal Certifying Authority



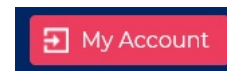
User type: Applicant

To appoint a Principal Certifying Authority via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the Quick Reference Guide - *Register for a NSW Planning Portal Applicant account.*

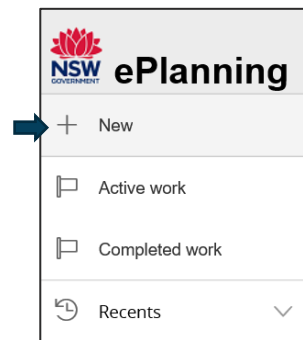
1. **Click** on the link.

<https://www.planningportal.nsw.gov.au/>

2. **Click** on My account button in top right-hand corner of screen and log into the NSW Planning Portal using your applicant account



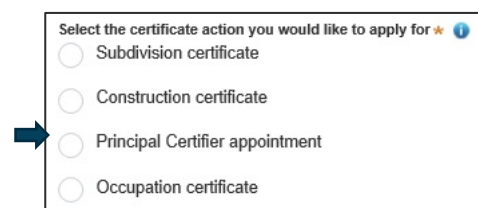
3. To start a new application, **click** New at the top left of the screen.



4. **Click** on Post Consent Certificate (CC, OC, SC, PCA) from the list of options.



5. **Select** the type of certificate you are applying for, in this instance Principal Certifier Appointment.



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6. **Select** the class of development from the available listing.

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?](#)

7. **Select** the relevant option under Related approval. E.g. Development Application consent.

Which approval type is this certificate in relation to?*

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

8. **Enter** the relevant application information.

For example, if Development Application consent was selected at the previous question, enter:

- the related DA number;
- whether it was applied for through the Planning Portal and the PAN number (if it was);
- date it was determined;
- whether a Construction Certificate has been applied for and the associated reference number if it has; and
- date the Construction Certificate was determined.

9. **Enter** the site of the development related to this application.

Enter address

2 BELMONT STREET SUTHERLAND 2232

Note: The Lot/Section Number/Plan can also be used as a search option.

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

10. Once the address has been located by the system, **click** on the Primary address box.

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

Note: Multiple addresses can be searched for, however only one address may be selected as the primary address.

Note: The planning controls affecting the property can be viewed by **clicking** on the arrow next to the address.

Planning controls affecting property

▼ 2 BELMONT STREET SUTHERLAND 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m ²
Heritage	NA
Local Provisions	Minimum Landscape Area

11. Click Next to commence the appointment process.



Section: Contact Details

12. Enter the Primary Applicant details.

Primary Applicant details

(This page will exclude all the system generated notification emails in relation to the application.)

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:

Please Select:

First given name: Other given names: Family name:

Training: Applicant:

Contact number: 325234444 Email: applicant1@myspn.com

Address:

13. Indicate if the applicant is a company. If yes, complete the company details.

Is the applicant a company?

Yes

No

14. Select who owns the development site.

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

15. Select who will be carrying out the construction works (E.g. Licenced Builder).

Who will be doing the building work? *

Licenced Builder

Owner Builder

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

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16. Enter the Builder details or Principal Contractor details.

If a company, you are able input an ABN, ACN or name and search to find the company details.

If an individual, you will need to input their name, contact number, email address, postal address and the licence number (if an owner builder)

17. Indicate whether there are any security or site conditions which may impact the inspection (E.g. locked gates or animals).

18. Enter the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

If you select individual, you will need to provide their name, contact number, email address and billing address.

If you select a company, you will need to provide the company name, billing address and email address.

19. Enter the developer details.

You can search by ABN, ACN or name.

20. Click Save and continue.

Save and continue

Section: Proposed development details

21. **Select** the type of development from the list presented.

You can select multiple options.

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?

22. **Select** the relevant class/es of development from the list.

Class of development *	
The development comprises the following Building Code of Australia classes:	
<input type="checkbox"/> Class 1a	What is this?
<input type="checkbox"/> Class 1b	What is this?
<input checked="" type="checkbox"/> Class 2	What is this?
<input type="checkbox"/> Class 3	What is this?
<input type="checkbox"/> Class 4	What is this?
<input type="checkbox"/> Class 5	What is this?

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.

Note: This is the full contract price inclusive of GST.

Please provide the estimated cost of the development? Note: Please state the full contract price inclusive of GST *

25. **Enter** the storeys proposed in the new building.

Number of storeys proposed in the new building(s)

26. Click Save and continue once complete

Save and continue

Section: Registered Practitioner Details

When a class 2 development is selected, an additional step for entering the registered practitioner details will display and may be completed as per below instructions.

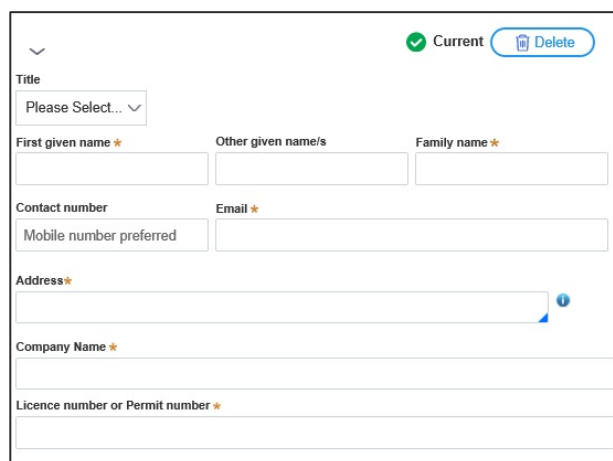
Note: It is not mandatory to complete the registered practitioner details at this stage.

27. To enter the Designers details, **click** Add Designer.

+ Add designer

28. Enter the following information:

- First name
- Family name
- Email address
- Address
- Company name
- Licence number or Permit number



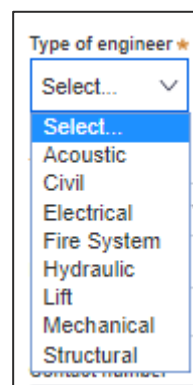
The screenshot shows a form for adding a designer. At the top right, there is a green checkmark icon, the text 'Current', and a 'Delete' button with a trash icon. Below this is a dropdown menu for 'Title' with the text 'Please Select...'. The form contains several input fields: 'First given name *', 'Other given name/s', 'Family name *', 'Contact number' (with a sub-field for 'Mobile number preferred'), 'Email *', 'Address *', 'Company Name *', and 'Licence number or Permit number *'. A blue information icon is visible next to the 'Address *' field.

You can add another designer by completing steps 27 and 28 again or deleting a designer by clicking the delete button next to the incorrect record.

29. To enter the Engineer details, **click** Add Engineer.

+ Add engineer

30. **Select** the type of engineer from the list of options.



The screenshot shows a dropdown menu titled 'Type of engineer *'. The menu is open, showing a list of options: 'Select...', 'Select...', 'Acoustic', 'Civil', 'Electrical', 'Fire System', 'Hydraulic', 'Lift', 'Mechanical', and 'Structural'. The 'Select...' option is highlighted in blue.

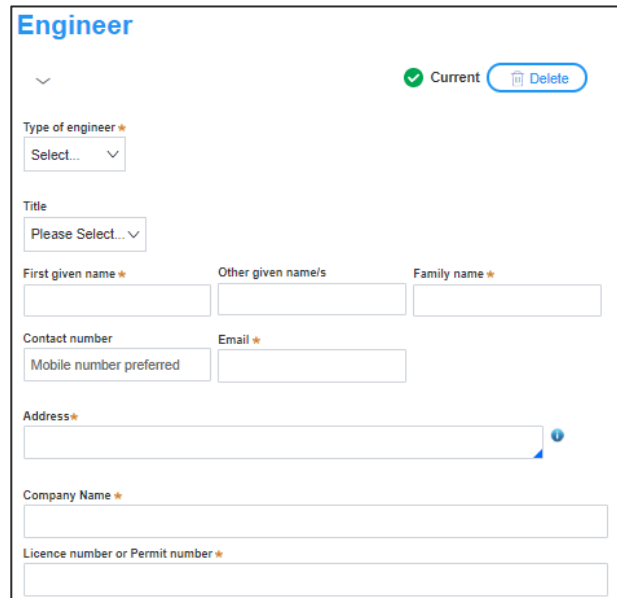
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31. Enter the following information:

- First name
- Family name
- Email address
- Address
- Company name
- Licence number or Permit number

You can add another engineer by completing steps 29 to 31 again or deleting a designer by clicking the delete button next to the incorrect record.



The screenshot shows a form titled "Engineer". At the top right, there is a green checkmark icon followed by the text "Current" and a "Delete" button with a trash can icon. Below this is a dropdown menu with a downward arrow. The form contains several fields: "Type of engineer" with a dropdown menu showing "Select..."; "Title" with a dropdown menu showing "Please Select..."; "First given name", "Other given name/s", and "Family name" as three separate text input fields; "Contact number" with a dropdown menu showing "Mobile number preferred" and an "Email" text input field; "Address" as a large text input field with a blue information icon; "Company Name" as a text input field; and "Licence number or Permit number" as a text input field.

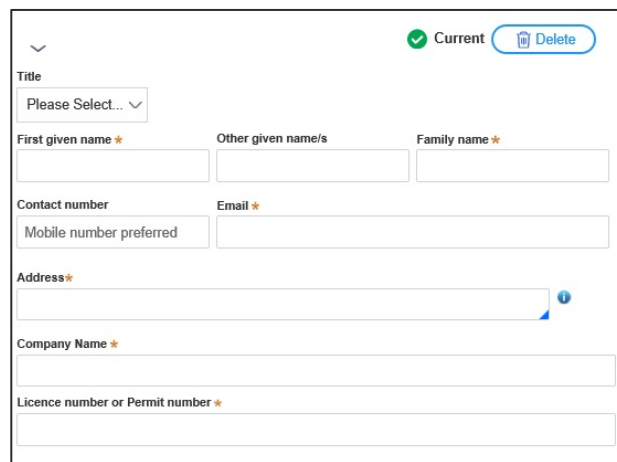
32. To enter the Building Practitioner details, **click** Add building practitioner.

[+ Add building practitioner](#)

33. Enter the following information:

- First name
- Family name
- Email address
- Address
- Company name
- Licence number or Permit number

You can add another building practitioner by completing steps 32 and 33 again or deleting a designer by clicking the delete button next to the incorrect record.



The screenshot shows a form for a Building Practitioner. At the top right, there is a green checkmark icon followed by the text "Current" and a "Delete" button with a trash can icon. Below this is a dropdown menu with a downward arrow. The form contains several fields: "Title" with a dropdown menu showing "Please Select..."; "First given name", "Other given name/s", and "Family name" as three separate text input fields; "Contact number" with a dropdown menu showing "Mobile number preferred" and an "Email" text input field; "Address" as a large text input field with a blue information icon; "Company Name" as a text input field; and "Licence number or Permit number" as a text input field.

34. Once complete, **Click** Save and continue to progress to the next step.

[Save and continue](#)

Section: Principal Certifier

35. **Enter** the name of the Principal Certifier.

As you type a list of options will appear based on the letters you have input. Select the relevant option when it appears.

Enter the name of the nominated Principal Certifier / Accredited Certifier of your choice. *

36. **Enter** the anticipated date for the start of construction by clicking on the calendar icon at the end of the row.

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

37. **Enter** the anticipated date that an Occupation Certificate will be sought for the site by clicking on the calendar icon at the end of the row.

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

Note that in accordance with Section 6.6(2) of the Environmental Planning and Assessment Act 1979, you are required to provide at least 2 days' notice prior to commencing work

38. **Click** Save and continue once complete.



Section: Requirements and Uploads

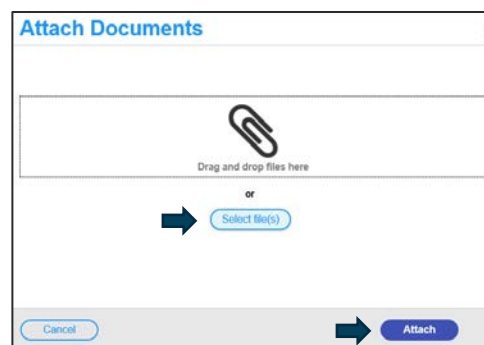
To support your application, you will need to provide certain documents, such as Owner's Consent or a Quantity Surveyor's Certificate. To do so:

39. **Click** Upload.



40. **Click** select files to search for file and once selected, **click** on the Attach button.

Note: You can also use the drag and drop feature to attach files.



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41. Ensure the attached files are placed in their appropriate categories.



Name *	File	Category
Development Consent	Development Consent.docx	Development consent
Owners Consent	Owners Consent.docx	Owner's consent
Site Plans	Site Plans.docx	Select..

Note: Any mandatory documents will display at the top of the category list for your convenience.

42. **Click** Save and continue once complete.

Save and continue

Section: Review and Submit

43. Review all the information provided on the application.



If you need to amend information provided either click on the relevant page within the step progress bar at the top of the page or select the Previous button at the bottom of the page.

44. **Complete** the declarations by clicking on each checkbox.

Declarations *

Applicant declaration

I declare that all th

I understand that

45. **Click** Submit.

Submit

Next Steps

The application will now be visible to the nominated Principal Certifier. They will review the information and either accept or refuse the nomination.

If the Principal Certifier accepts the nomination, the developer identified in this application will receive an email notification to prompt them to upload Issued for Construction (IFC) documents.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help content
- Contact ServiceNSW on 1300 305 695

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