

Enter Final Strata Bond Contract Amount



User type: Property Developer

Once a mutual agreement on the contract price and building bond value has been agreed, you should arrange for the building bond to be obtained. The Strata Building Bond and Inspection Scheme team will notify you that the building bond lodgement has been approved.

The steps below outline how to enter the final strata bond contract amounts.

1. **Click** on the link.

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

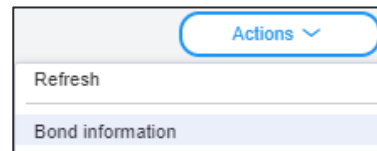
2. **Click** on My account button in top right-hand corner of screen and log into the NSW Planning Portal using your applicant account.



3. From your Active work dashboard, **Click** on the relevant reference number.

Reference Number	Site Address	Status	Application Type
SB-2020-140	186 BLACKTOWN ROAD BLACKTOWN 2148	Under assessment	Strata Bond

4. **Click** Actions, then select Bond information.



5. **Enter** the final Contract price, Bond amount and Bond issuer.

Bond information

Contract price ★ [What is this?](#)

Bond amount ★ [What is this?](#)

Bond issuer ★

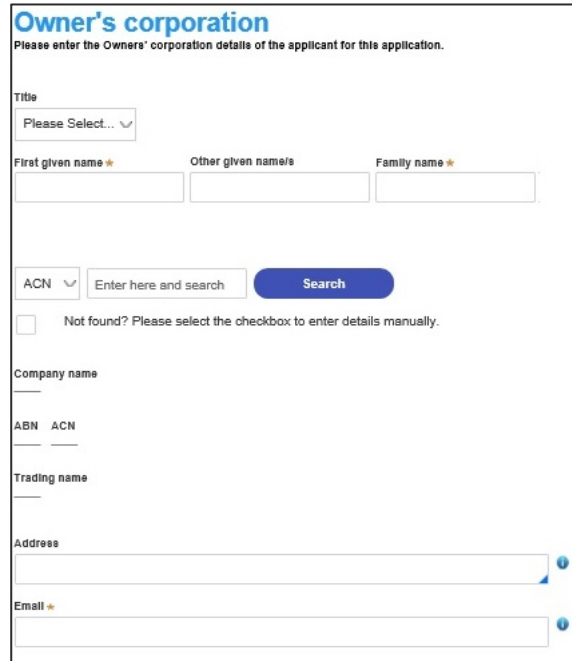
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6. Enter the Owner's Corporation details including:

- Full name
- Company name / ABN / ACN
- Address for company
- Email address

Note: These details will be pre-populated with your previous answer but are editable if required.



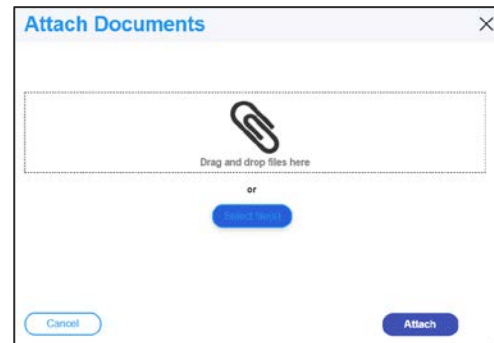
The screenshot shows a form titled "Owner's corporation" with the instruction "Please enter the Owners' corporation details of the applicant for this application." The form includes a "Title" dropdown menu, three input fields for "First given name", "Other given name/s", and "Family name", an "ACN" dropdown menu, a search input field with a "Search" button, a checkbox for "Not found? Please select the checkbox to enter details manually.", and input fields for "Company name", "ABN", "ACN", "Trading name", "Address", and "Email".

7. Click Upload to upload the building bond.



8. Click select files to search for files saved to your computer.

Alternatively, you can **drag** files directly in the space provided.

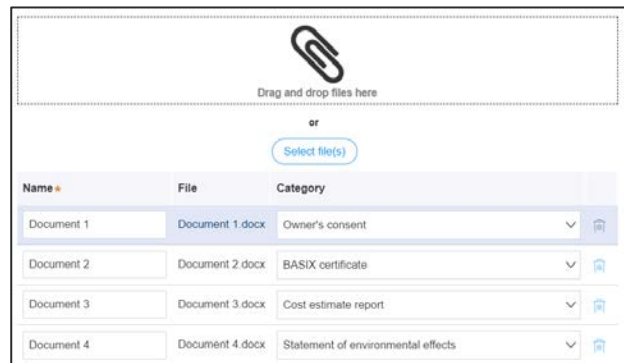


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9. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to **categorise** each document by selecting a category from the drop-down menu corresponding to each file.

If needed you can also rename the document by amending the text in the Name column.



Name *	File	Category
Document 1	Document 1.docx	Owner's consent
Document 2	Document 2.docx	BASIX certificate
Document 3	Document 3.docx	Cost estimate report
Document 4	Document 4.docx	Statement of environmental effects

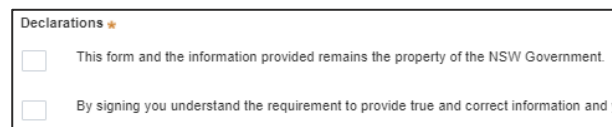
10. **Click** Attach.



11. Once you have uploaded all documentation, **Click** Submit.



12. **Complete** the Declarations.

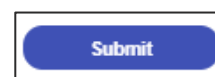


Declarations *

This form and the information provided remains the property of the NSW Government.

By signing you understand the requirement to provide true and correct information and

13. **Click** Submit.



Further 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.