

You can initiate a Strata Bond case whilst your application is being reviewed by the Occupation Certificate Audit team, but only after you have uploaded the as-built documents.

Note: This step will only be available to you if you answered Yes to “*Do you plan to register a strata plan or a strata plan of a subdivision?*” on the Intent to seek an OC application.

## Initiate Strata Bond case

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.

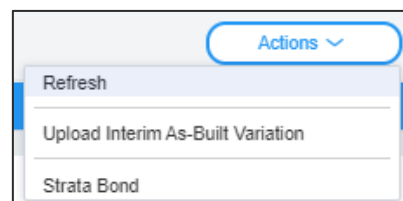


3. From the dashboard, locate and **click** on the relevant reference number.

Submitted Date	Reference Number	Site Address
14/08/20	<a href="#">CFT-1595</a>	4 25 BARBER AVENUE PENRITH 2750
14/08/20	<a href="#">CFT-1594</a>	4 25 BARBER AVENUE PENRITH 2750

If you are unable to find the application on the dashboard please look in the Active work section. Click on Active Work on the left-hand side of the screen.

4. **Click** Actions, then **click** Strata Bond.



## Step: Contact details

5. Upon creating the case, some of the fields within the application will be pre-populated with information provided previously.

**Review** the content and amend the information if necessary, ensuring that all mandatory fields contain information.

# Initiate Strata Bond Case



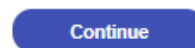
User type: Property Developer

- 6. **Enter** the owners' corporation details of the applicant for this application.

- 7. **Enter** the company details of the owners' corporation by searching for the related ABN, ACN or organisation name.

- 8. **Enter** the Strata manager details of the applicant for this application, including the Licence number, if known.

- 9. **Click** Continue.



## Step: Project information

**Note:** The site address, type of development and class of development cannot be edited and will be pre-populated with previously provided information.

- 10. **Indicate** if the Occupation Certificate been issued by selecting Yes or No. If yes, provide the relevant OC reference number and date.

- 11. **Enter** the land area (sqm).

12. **Enter** the current gross floor area of the development and the future gross floor area.

Current gross floor area (sqm) of the development	<input type="text"/>	
When complete, the gross floor area of the new development be	<input type="text"/>	

13. **Advise** what the current and future use of the building(s)/land are.

What are the current uses of all parts of the building(s)/land?	<input type="text"/>
What is the proposed use of all parts of the building(s)/land?	<input type="text"/>

14. **Enter** development details including:

- The number of bedroom dwellings in the proposed development
- Ultimate height of the development
- Number of pre-existing dwellings on the site
- Number of dwellings to be demolished
- Number of dwellings proposed as part of the certificate

15. **Enter** total number of non-residential lots.

Total no. of non-residential lots *	<input type="text"/>
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16. **Enter** total number of residential lots.

Total no. of residential units *	<input type="text"/>
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17. **Enter** the following bond information:

- Strata plan number
- Strata plan registration date
- Deposit plan reference

18. **Enter** the contract price.

Contract price *	<input type="text"/>
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# Initiate Strata Bond Case



User type: Property Developer

**Note:** After submitting the Strata Bond case, the OC Audit team will make contact with the developer regarding possible amendments to the contract price.

19. **Enter** the Bond issuer and the bond amount (calculate as 2% of the contract price).

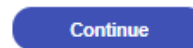
A form with two input fields. The first field is labeled 'Bond issuer' and the second field is labeled 'Bond amount \*'.

20. **Indicate** if the Strata bond payment was made offline.

If it has, provide the payment reference number.

A form with a question: 'Has the Strata bond payment been made offline? \*'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a text input field labeled 'Reference number'.

21. **Click** continue.



## Step: Payer details

**Note:** You will be prompted to make payment after completing the review and submit page.

22. **Confirm** the contact details for who has made payment (if already paid) or who will be making payment (if not already paid) the fee payment for the Strata bond.

A form titled 'Payer details' with the subtitle 'Fee payment for the Strata bond was/ will be made by:'. It asks to 'Select the option that is applicable' and has two radio buttons: 'Individual' (selected) and 'A Company , Business , Government entity or other similar body'.

Note: This will already be pre-populated with information entered earlier but can be edited if needed.

23. **Click** continue.



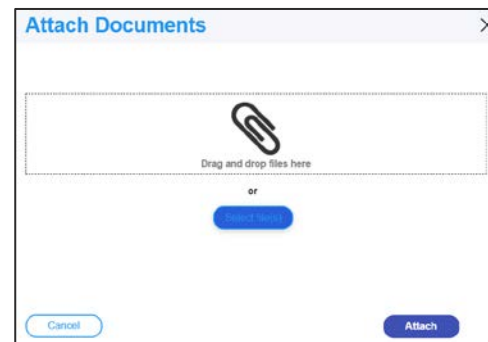
## Step: Requirements and uploads

24. **Click** Upload.



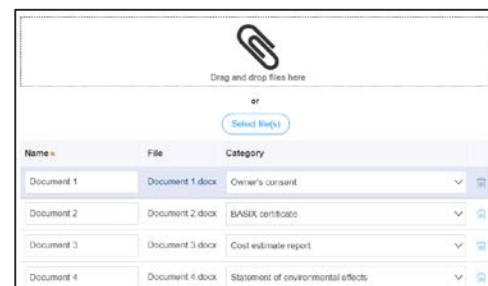
25. **Click** select files to search for files saved to your computer.

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



26. 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.



27. **Click** Attach.



28. **Click** Continue once you have loaded all mandatory documents.



## Step: Review and submit

29. **Review** the information provided and amend as needed.

# Initiate Strata Bond Case

User type: Property Developer



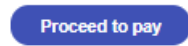
30. **Complete** the Declarations at the bottom of the page by clicking on the checkboxes.

Declaration \*

I declare that all the information i

I have read and agree to the coll

31. **Click** Proceed to pay.



## Step: Make payment

32. **Click** Pay.

You will be taken to the ServiceNSW payment gateway to submit payment for the Strata bond.

To process this application, a payment needs to be made.

Payment towards: DCS REVENUE

Amount due: \$1,500.00

Pay

33. **Select** the payment type.

Note: A merchant fee (0.44% to 1.76%) applies for using credit and debit cards.

Payment options

Card PayPal iBPAY

Credit and debit cards accepted

VISA Mastercard American Express UnionPay Credit Union

34. For credit card payments, **Enter** the card details.

Card number

0000 0000 0000 0000

Expiry date Security code ⓘ

MM/YY 000

35. **Enter** an email address to receive tax invoice.

Email address

Please provide your email address if you wish to receive a tax invoice.

## 36. Click Pay now.

Payment summary	
Amount	\$1,500.00
Merchant fee including GST (VISA) ©	\$6.60
<b>Total amount</b>	<b>\$1,506.60</b>

## Next steps

The Strata Building Bond will be lodged with the Secretary (NSW Fair Trading) following payment. It will be reviewed by the Strata Building Bond and Inspection Scheme team at NSW Fair Trading. They may request additional information, which you will provide through the Portal.

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. You will then need to enter the final contract price, bond amount and the bond issuer into the Planning Portal.

## 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