

Intent to Seek an Occupation Certificate

User type: Property Developer



The developer can initiate an Intent to Seek an Occupation Certificate after the Principal Certifier has been appointed and the Issued for Construction documents have been uploaded.

This must be carried out at least six months prior to the completion of your development. By initiating your intent to seek an Occupation Certificate, you also notify NSW Fair Trading of the Expected Completion Notice i.e. the estimated completion date of construction.

You can also register any amendments to the original estimated completion date by completing an Amendment Notice through the NSW Planning Portal.

This guide will demonstrate the necessary steps to initiate the intent to seek an OC.

Note: To complete the steps, you will need to have a Property Developer NSW Planning Portal account. For assistance with creating an account, refer to the Quick Reference Guide - *Register a NSW Planning Portal Property Developer Account*.

Advise your intent to seek an OC

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.

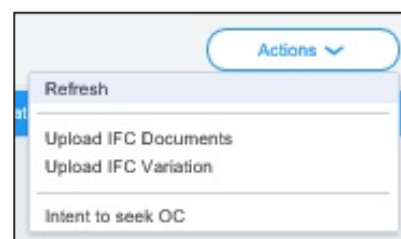


3. From the dashboard identify the relevant case via the reference number or site address. Once found, **click** on the relevant reference number.

Submitted Date	Reference Number	Site Address
14/08/20	CFT-1595	4 25 BARBER AVENUE PENRITH 2750
14/08/20	CFT-1594	4 25 BARBER AVENUE PENRITH 2750

If you can't 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** Intent to seek OC to commence this process.



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5. **Indicate** whether the estimated construction completion date is less than 6 months from the current date by selecting Yes or No.

Is the estimated completion date of construction in less than 6 months from the current date?

Yes

No

Note: If the estimated construction completion date is less than 6 months from the current date, the Secretary will need to be notified within 30 days.

If Yes is selected (i.e. the completion date of construction is within 6 months), you will need to provide a reason. **Select** a value from the drop-down box.

Reason for estimated completion date of construction is less than 6 months *

Please Select v

Please Select in date of construction *

Renovation

Other

6. **Enter** estimated completion date of construction by clicking on the calendar icon.

Estimated completion date of construction *

Note: The estimated construction completion date must not be greater than 12 months from the current date.

7. **Indicate** if you plan to register a strata plan or a strata plan of a subdivision.

Do you plan to register a strata plan or a strata plan of a subdivision?

Yes

No

If no is selected to the above question, you will not be able to initiate a Strata Bond case.

If yes was selected to the above question, **identify** whether insurance is held in accordance with Part 6 of the Home Building Act 1989.

Do you have Insurance in accordance with Part 6 of the Home Building Act 1989?

Yes

No

If insurance is already held, then you will not be able to initiate a Strata Bond case.

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If insurance is not already held, **indicate** if the contract date between the developer and builder is before 1 January 2018.

Is the contract date between the developer and the builder before 1st January 2018?

Yes

No

Note: If Yes is selected for the above question, the developer will not be able to initiate a Strata Bond case.

8. **Click** Submit.



Next steps

Once the Intent to seek an OC has been submitted via the NSW Planning Portal, a notification will be sent to the OC Audit team and NSW Fair Trading will be notified of the expected completion date.

If you need to amend the date, you will need to complete an Amendment Notice. Please see the Quick Reference Guide *Submit an Amendment Notice* for instructions on how to do this.

You will now be able to upload as-built documents, using the Actions button. Please see the Quick Reference Guide *Upload your as-built documents* for instructions on how to do this.

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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