Upload Issued for Construction (IFC) Documents

User type: Property Developer

When an applicant submits a Principle Certifier (PC) Appointment nomination, if the applicant selects a class 2 development, the nominated developer will be required to submit Issued for Construction (IFC) documents. This is only a requirement for class 2 developments.

The nominated developer will receive an email notification only after the certifier has accepted the PC Appointment, instructing the developer to upload the IFC documents.

This guide will demonstrate the necessary steps to upload these documents.

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*.

Uploading Issued for Construction (IFC) documents

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.
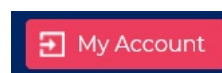
3. From the dashboard, locate the relevant case. **Click** IFC Uploads WB under Unassigned Tasks.

4. **Click** on the relevant case reference number.

5. Ensure your name is in the 'Assign Case To' field and **click** Submit.

   If it is not displayed automatically, use the drop-down arrow to select yourself.

6. **Click** Actions, located in the top right-hand corner, then **click** Upload IFC Documents.
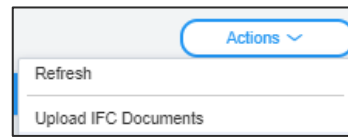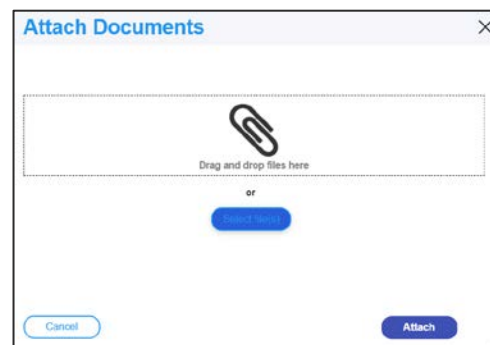

7. **Click** Upload to upload the required documents.

    Note: You will need to provide at least one document in each of the categories before you are able to initiate the Intent to seek an OC.


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

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

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.
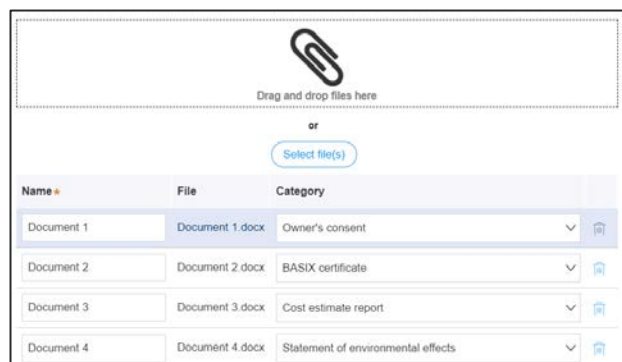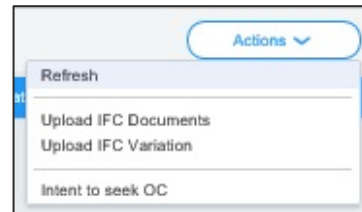

10. **Click** Attach.

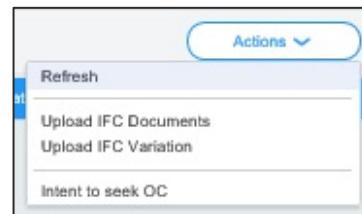**11.** Once you have uploaded all documentation, **Click** Submit.

Note: You can upload additional documents at a later stage. **Click** Actions, then **click** Upload IFC documents and complete steps 7 to 11.

Uploading Issued for Construction (IFC) variation

Once the documents have been submitted, the option to submit IFC variations will be made available. You will use this option if you need to upload a revised version of a document.

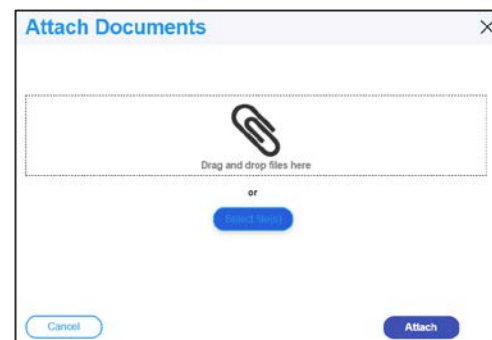**1.** **Click** Actions, then **click** Upload IFC Variation.

2. **Click** Upload to upload the required documents.

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

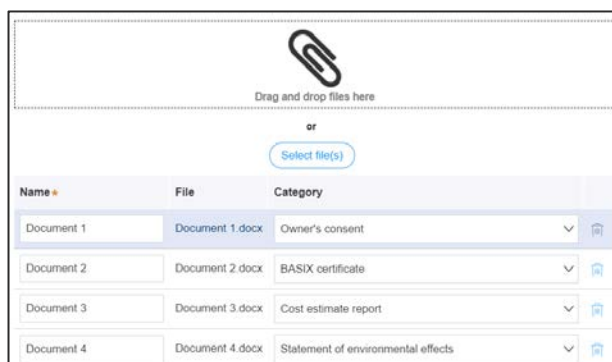Alternatively, you can **drag** files directly in the space provided.

4. 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.

5. **Click** Attach.

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

Next steps

Once the Issued for Construction documents have been uploaded, you will have the option to complete the Intent to Seek OC. This is available from the Actions button.

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