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 righthand corner of screen and log into the NSW Planning Portal using your applicant account.
- From the dashboard, locate the relevant case. Click IFC Uploads WB under Unassigned Tasks.
- V Unassigned Tasks

My Account

4. Click on the relevant case 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

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.

Assign to	me
Assign Case To : •	Pritivi UAT Developer 🗸
Cancel	Save and eat

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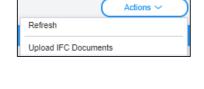
User type: Property Developer

- 6. Click Actions, located in the top righthand 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.

		ag and drop files here		
		or		
		Select file(s)		
Name *	File	Category		
Document 1	Document 1.docx	Owner's consent	~	10
Document 2	Document 2 docx	BASIX certificate	~	Ta
Document 3	Document 3.docx	Cost estimate report	~	Ţ.
Document 4	Document 4 docx	Statement of environmental effects		

10. Click Attach.



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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.

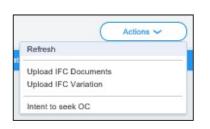
Actions 🗸	
Refresh	
Upload IFC Documents	
Upload IFC Variation	
Intent to seek OC	

Submit

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.



Upload

- 2. Click Upload to upload the required documents.
- Click select files to search for files saved to your computer.

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

Attach Docur	nents	2
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	Drag and drop files here	
	or Estate 2 Talepop	
Cancel		Atlach

Upload Issued for Construction (IFC) Documents



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User type: Property Developer

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.

Submit

Select file(s)

Category

ent 1.docx Owner's consen

nent 2 docx BASIX certificate

nent 3 docx Cost estimate repor

Document 4.docx Statement of environmental effects

Attach

File

Docur

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.

Name

Document 1

Document 2

Document 3

Document 4

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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