

When a developer submits an Intent to Seek OC, they are required to submit as-built documents. These are the set of design documents that reflect what was built. You will receive an email notification advising you that you need to complete this step.

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

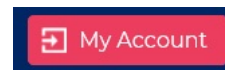
Note: To complete the steps, you will need to have a Property Developer NSW Planning Portal account. For assistance with creating an account, refer to the Quick Reference Guide - *Register a NSW Planning Portal Property Developer Account*.

## Upload as-built 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.

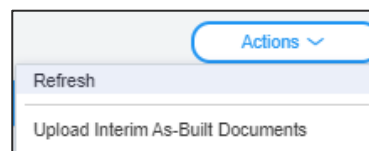


3. From the dashboard identify the relevant case via the reference number or site address. Once found, **click** on the relevant reference number.

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 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** Upload Interim As-Built Documents.



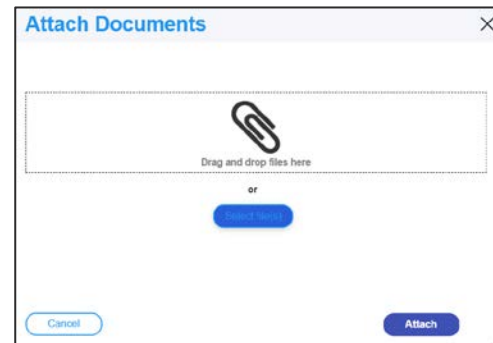
5. **Click** Upload.



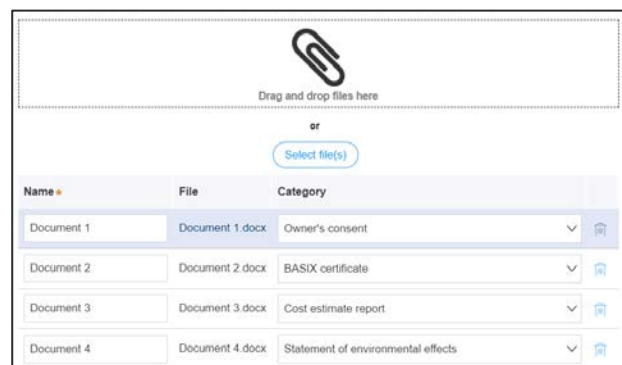
# Upload As-Built Documents

User type: Property Developer

6. **Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.



7. 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.



8. **Click** Attach.



9. **Click** Submit.

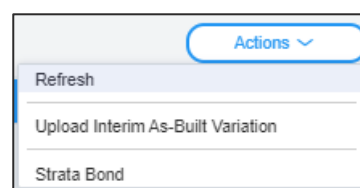


Note: You will be unable to submit the documents until a document has been loaded for each category.

## Upload variation to as-built documents

After submitting the as-built documents, you can upload any variation documents.

1. Once the relevant application is open, **click** Actions, then **click** Upload Interim As-Built Variation.



# Upload As-Built Documents

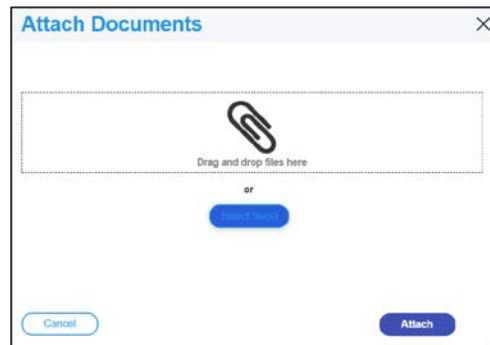
User type: Property Developer



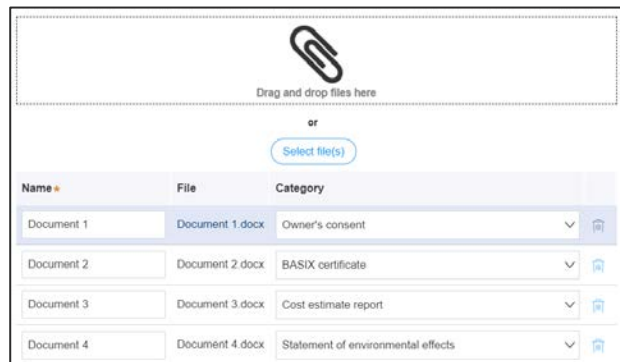
2. Click Upload.



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.



5. Click Attach.



6. Click Submit.



## Next steps

If you selected strata management when completing the Intent to Seek an Occupation Certificate, then you will now need to Initiate your Strata Building Bond.

The application will now be reviewed by the Occupation Certificate Audit team, as well as the Strata Building Bond team if relevant. During this review your project may be selected for an Occupation Certificate (OC) Audit. The OC Audit will be carried out by inspectors from the Department of Customer Service. The audit involves a review of designs and documents (including contracts) for building work, as well as a physical inspection.

If you have been notified that your project has been selected for an OC Audit, you may be instructed to upload additional documentation into the NSW Planning Portal for review by the inspectors.

Depending on the outcome of the assessment by the Strata Building Bond and OC Audit teams (if relevant), you may be able to apply for an Occupation Certificate via the NSW 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

---

© State of New South Wales through Department of Planning, Industry and Environment 2020 The information contained in this publication is based on knowledge and understanding at the time of writing (September 2020) However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.