

To apply for a Complying Development Certificate (CDC) via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for a NSW Planning Portal Account*.

## Submit a CDC application

### Create new application

1. **Click** New to expand the menu options.



2. **Click** Complying Development Certificate.



To submit a CDC application, there are 5 steps that must be completed:

1. Applicant details.
2. Development details.
3. Certifier details.
4. Requirements and uploads.
5. Review and complete.

### Applicant details

- 1. Applicant details
- 2. Development details
- 3. Certifier Details
- 4. Requirements and uploads
- 5. Review and complete

#### 1. Enter the following information:

- Title
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address (residence)

Title	Please Select... ▾
First given name *	Joe
Other given name/s	
Family name *	Bloggs
Contact number	0123456789
Email *	sicapplicant@yopmail.com
Address *	2 BELMONT STREET SUTHERLAND 2232

**Note:** Your name and contact email address will automatically populate based on your User Profile. As you enter your address, it will be validated against the registered address database. Please select an option from the list to proceed.

#### 2. Indicate if you are applying on behalf of a company by **selecting** the Yes or No radio button.

If you answered Yes, **enter** the Company name and ABN in the appropriate fields

Are you applying on behalf of a company? *	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
Company name *	Enter registered business name
ACN/ABN	
Is the nominated company the applicant for this application? *	<input type="radio"/> Yes
	<input type="radio"/> No

### Who owns the development site?

3. Indicate who owns the development site by **selecting** the appropriate radio button.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Note:** If you are the sole owner of the site, you will not need to provide additional information.

4. If there are **multiple owners**, select the appropriate radio button and **click** 'Add Owner'.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

Add Owner

**Note:** If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button:

5. If you are **not one of the owners**, you will be required to populate the contact information for all other owners. You can add as many additional owners as required by **clicking** Add Owner.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

Add Owner

# Submit an Application

## Complying Development Certificate - Applicant



6. If a **company or business owns the development site**, you will be required to provide the company name and ABN.

**Who owns the development site?**

I am the only owner of the development site

There are multiple owners of the development site and I am one of them

There are multiple owners of the development site and I am NOT one of them

A company or business owns the development site

Note that evidence of owners consent will be required to support the application.

**Owners Details**

[Add Owner](#)

**Owner 1**

Company name \*  
Enter registered business name

ABN/ACN \*

### Developer details

7. Search and **enter** the developer details. Using the drop-down menu as indicated, you have three search options:

- ABN
- ACN
- Name

**Developer details**

ACN ▾ Enter here and search 🔍  Not found? Please select the checkbox to enter details manually.

Select

ABN

ACN

Name

E.g. If you wish to search by developer name, select Name from the drop-down list, then enter the developer name in the space and click the search icon.

8. If you are unable to locate a developer details via the search option, **check** the box next to “Not found” to enter the details manually.

Not found? Please select the checkbox to enter details manually.

9. **Click** Save and continue to progress to the next step.

[Save and continue](#)

# Submit an Application

## Complying Development Certificate - Applicant



### Development details

1. Applicant details    2. Development details    3. Certifier Details    4. Requirements and uploads    5. Review and complete

### Select the site of your development

1. Enter the site of your development using the Address or Lot /Section number/Plan search functionality.

**Select the site of your development**

Enter address  
4 DAMEELI AVENUE KIRRAWEE 2232

Street address  
4 DAMEELI AVENUE KIRRAWEE 2232

Local government area  
SUTHERLAND SHIRE

Lot/Section Number/Plan  
2/1 — / DP30696

OR

Enter Lot/Section Number/Plan

**Note:** As you enter the address, it will be validated against the registered address database. When selecting a registered address, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

### Planning controls affecting property

**Note:** The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

**Planning controls affecting property**

4 DAMEELI AVENUE KIRRAWEE 2232

**Summary of planning controls**

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n.1)	0.55:1
Minimum Lot Size	550 m <sup>2</sup>
Heritage	NA
Local Provisions	Minimum Landscape Area

### Provide details of the proposed development

2. Select the proposed development type/s from the provided list.

Dwelling house

Secondary dwelling

Attached development

Detached development

Demolition

Balconies, decks, patios Terraces or verandahs

# Submit an Application

## Complying Development Certificate - Applicant



**Note:** There is a [What is this?](#) Hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

3. **Enter** a detailed description of the development that you are proposing.

Please provide a detailed description of the development\*  
*For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping.*

Please provide a detailed description of the proposed modification (maximum 512 characters)

4. **Enter** the estimated cost of work / development including GST as a plain numerical value (no dollar sign).

What is the estimated cost of work / development, including GST? \*

5. **Select** the lot type.

What is the lot type? \*

Corner lot

Parallel road lot

Battle-axe lot

Standard lot

### BASIX certificate

6. **Indicate** whether you have a BASIX certificate. If you select Yes, then you can **enter** the BASIX certificate number in the space provided.

**BASIX certificate**

Do you have one or more BASIX certificates? \*

Yes

No

Enter in the BASIX certificate number \*

# Submit an Application

Complying Development Certificate - Applicant



## Certifier details

1. Applicant details   2. Development details   3. **Certifier Details**   4. Requirements and uploads   5. Review and complete

1. **Enter** the certifying organisation that will assess your application and **select** the appropriate result from the list.

Certifying organisation \*

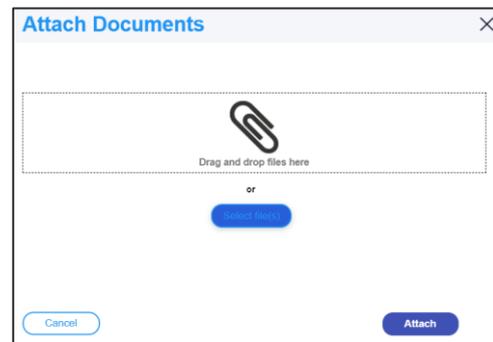
## Requirements and uploads

1. Applicant details   2. Development details   3. Certifier Details   4. **Requirements and uploads**   5. Review and complete

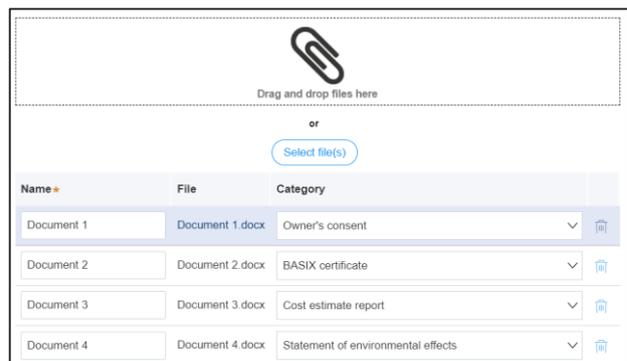
2. **Click Upload.**



3. **Click** select files to search or drag and drop to attach files directly in the space provided.



4. Ensure the attached files are placed in their appropriate categories



# Submit an Application

Complying Development Certificate - Applicant



5. Click Attach.

Attach

6. Click Save and continue to progress to the next step.

Save and continue

## Review and complete



## Declarations

7. Indicate if you are an employee / Councillor or relative of an employee / Councillor within the same local government area as the proposed development by **selecting** the Yes or No radio button.

If you answered Yes, select the nature of your relationship.

**Declarations**  
Are you an employee / Councillor or relative of an employee / Councillor within the same local government area as the proposed development?  
 Yes  
 No

## Submit your application

8. **Complete** the declaration to submit the application.

**Submit your application.**

Declarations +

I declare that the information provided within this application is true and accurate to the best of my knowledge.

Please note that additional information or details may be required by your accredited certifier.

I have read and agree to the collection and use of my personal information as outlined in the

**Note:** Once you submit this application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

### If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions -; and / or
- Contact ServiceNSW on 1300 305 695.