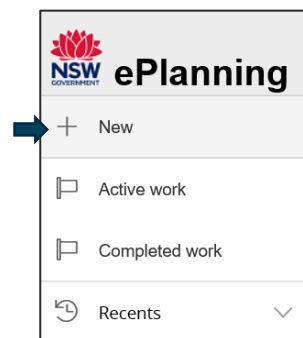


To apply for a PC appointment application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

Apply for a PC appointment

1. After you have logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Post Consent Certificate (CC, OC, SC, PCA) from the list of options.



3. **Click** on PC Appointment.



Submit a PC Appointment

Developer



4. **Select** whether the application is for the full development or part of the development.

Select the type of certificate you wish to apply for*

Certificate for the full development

Certificate for part of the development

5. Select the relevant option under Related approval. E.g. Development Application

Which approval type is this certificate in relation to?*

Development Application consent (DA)

Complying Development Certificate (CDC)

State determined (SSI / SSD)

6. Enter the DA Reference Number.

Please enter DA number of the approval which is related to this certificate application

7. Indicate whether the DA was applied via the NSW Planning Portal.

Was the DA applied for via the NSW Planning Portal?

Yes

No

8. If yes, provide the Portal Application Number (PAN) reference.

Please provide portal application number (PAN)

9. Indicate whether the DA has been determined and if Yes, enter the date of determination.

Has the DA been determined?*

Yes

No

Date of determination of the DA Case

10. **Enter** the relevant address for the PC application.

Enter address

Note: The Lot/Section Number/Plan can also be used as a search option.

Enter Lot/Section Number/Plan

Submit a PC Appointment

Developer



Once the address has been located by the system, **click** on the Primary address box.

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

Note: Multiple addresses can be searched for, however only one address may be selected as the primary address.

Note: The planning controls affecting the property can be viewed by **clicking** on the arrow under the Planning controls affecting the property heading.

Planning controls affecting property
▼ 2 BELMONT STREET SUTHERLAND 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 ²
Heritage	NA
Local Provisions	Minimum Landscape Area

11. **Click** Next.



Contact Details

12. **Enter** the applicant details.

Applicant details
Please enter the contact details of the applicant for this application.
Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the consent.

Title ▾
Mr ▾

First given name ▾ applicant Other given name/s Family name ▾ applicant

Contact number 0404040404 Email newda@yopmail.com

Address 2 BELMONT STREET SUTHERLAND 2232

13. **Indicate** if the applicant is a company or not. If yes, complete the company details.

Is the applicant a company?

Yes

No

Submit a PC Appointment

Developer



14. **Select** who owns the development site.

Who owns the development site? *

I am the sole owner of the development site

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

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

A company, business, government entity or other similar body owns the development site

15. **Indicate** if there are any security or site conditions which may impact on the person undertaking the inspection.

Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

16. **Select** who will be carrying out the construction works (E.g. Licenced Builder).

Who will be doing the building work? *

Licensed Builder

Owner Builder

Not determined at this time (This information will be required prior to work commencing)

17. **Enter** the Builder details for Principal Contractor details.

Builder details or Principal Contractor

Title *

Please Select... ▾

First given name * Other given name/s Family name *

Contact number Email *

Mobile number preferred

Address *

Licence number or Permit number (in the case of an owner builder) *

18. **Indicate** whether there are any security or site conditions which may impact the inspection (E.g. locked gates or animals).

Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

19. **Enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details
Fee payment for the assessment, inspection and related costs in issuing this certificate will be made by: ⓘ

Title *
Please Select... ▾

First given name *

Other given name/s

Family name *

Contact number
Mobile number preferred

Email *

Billing address *

20. Click Save and continue.



Proposed Development

21. Select the type of development.

Type of development *

- Dwelling [What is this?](#)
- Secondary dwelling [What is this?](#)
- Semi-attached dwelling [What is this?](#)
- Dual occupancy [What is this?](#)

22. Select the class of development as class 2.

Class of development *

The development comprises the following Building Code of Australia classes:

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)

23. Enter a detailed description for the development.

Please provide a detailed description of the development *

Demolition of existing building and construction of new single story dwelling.

24. Enter an estimated cost of the development, inclusive of GST.

Please provide the estimated cost of the development?

25. Click Save and continue.



When a class 2 development is selected, an additional step for entering the registered practitioner details will display and may be completed as per below instructions.

Note: It is not mandatory to complete the registered practitioner details.

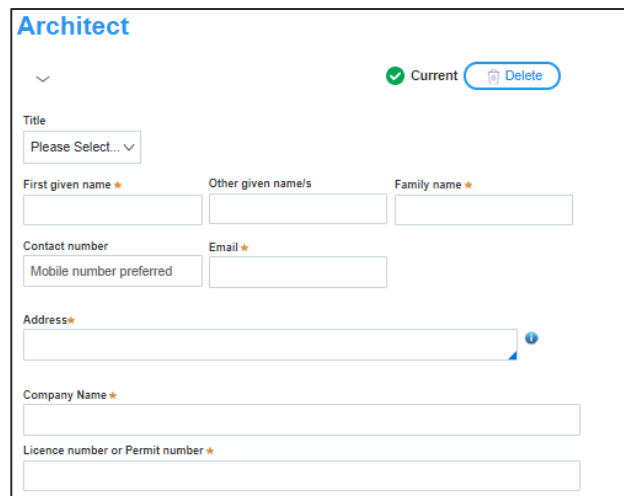
Registered Practitioner Details

1. To enter the Architect details, **click** Add Architect.



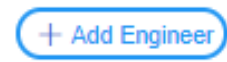
2. **Enter** the following information:

- a. First name
- b. Family name
- c. Email
- d. Address
- e. Company name
- f. Licence number or Permit number



The screenshot shows a form titled "Architect" with a dropdown menu at the top left and a "Current" status indicator with a "Delete" button at the top right. The form contains several input fields: "Title" (dropdown), "First given name" (required), "Other given name/s", "Family name" (required), "Contact number" (with "Mobile number preferred" sub-label), "Email" (required), "Address" (required), "Company Name" (required), and "Licence number or Permit number" (required). A blue information icon is visible next to the address field.

3. To enter the Engineer details, **click** Add Engineer.



Submit a PC Appointment

Developer



4. Select the type of engineer from the list of options.

Type of engineer *

Select... ▾

Select...

Acoustic

Civil

Electrical

Fire System

Hydraulic

Lift

Mechanical

Structural

5. Enter the following information:

- a. First name
- b. Family name
- c. Email
- d. Address
- e. Company name
- f. Licence number or Permit number

Engineer

Current [Delete](#)

Type of engineer *

Select... ▾

Title

Please Select... ▾

First given name * Other given name/s Family name *

Contact number Email *

Mobile number preferred

Address *

Company Name *

Licence number or Permit number *

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

Save and continue

Principal Certifier

26. Enter the certifier name.

Enter the name of the nominated Principal Certifier / Accredited Certifier of your choice.

United Consulting Engineers Pty Ltd

27. Enter the anticipated date for the start of construction.

28. Click Save and continue.



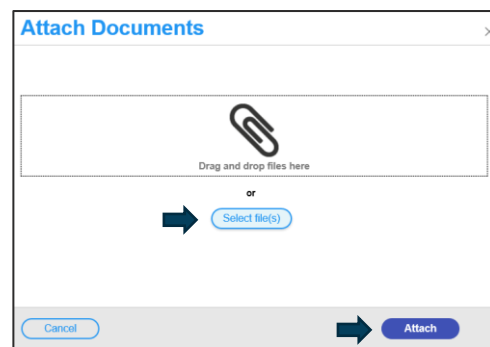
Requirements and Uploads

29. Click Upload.

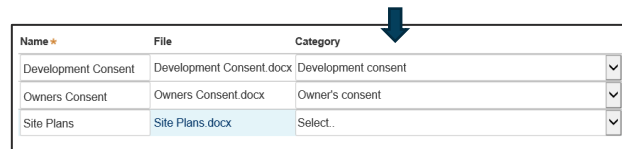


30. Click select files to search for file and once selected, click on the Attach button.

Note: You can also use the drag and drop feature to attach files.



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



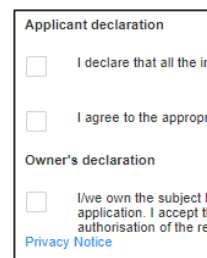
The image shows a table with three columns: "Name *", "File", and "Category". A blue arrow points down from the "Attach" button in the previous image to the "Category" column. The table contains three rows of data, each with a dropdown arrow on the right side.

Name *	File	Category
Development Consent	Development Consent.docx	Development consent
Owners Consent	Owners Consent.docx	Owner's consent
Site Plans	Site Plans.docx	Select..

32. Click Save and continue.



33. After reviewing all the information provided on the application, complete the declarations.



The image shows a form with two sections: "Applicant declaration" and "Owner's declaration". Each section contains a checkbox and a line of text. The "Applicant declaration" section has two checkboxes: the first is followed by "I declare that all the inf" and the second is followed by "I agree to the appropria". The "Owner's declaration" section has one checkbox followed by "I/we own the subject la application. I accept the authorisation of the rele" and a link to "Privacy Notice".

34. Click Submit.



Note: Once the certifier accepts the PC Appointment nomination, the developer will receive an email notification to create a developer account in order to upload Issued for Construction (IFC), Interim As-Built documents and create 'Intent to Seek OC and Strata Bond cases.

The developer will need to create a new account with the developer profile. Please refer to the Quick Reference Guide 'Create Developer Account'.

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 - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.