When an applicant submits a Principle Certifier (PC) application, if the applicant selects a class 2 development, the nominated developer will be required to submit Issued for Construction (IFC) documents.

This guide will demonstrate the necessary steps for the developer to upload the IFC documents and the Interim As-Built documents.

To complete the steps, the developer will need to have an account on the NSW Planning Portal. For assistance on creating an account, please refer to the guide "Register for a NSW Planning Portal Account" from the NSW Planning Portal web page.

Locate the IFC Uploads case

Note: The developer will receive an email notification only after the certifier has accepted the PC nomination, instructing the developer to upload the IFC documents.
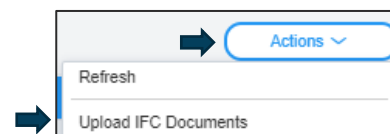
1. From the dashboard, **click** IFC Uploads under Unassigned Tasks.

2. Locate the certificate and **Click** on the case reference number.

3. **Click** Actions, then **click** Upload IFC Documents.

4. **Click** Upload.

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

6. 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.
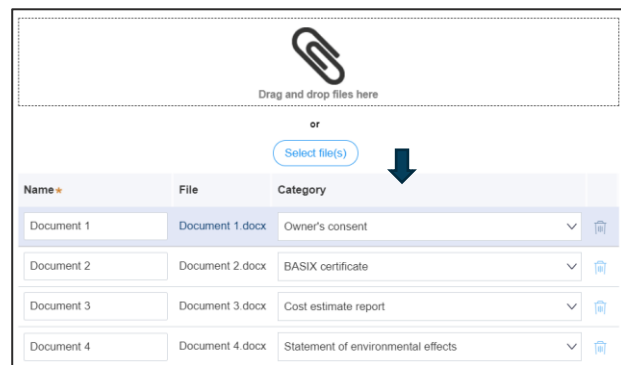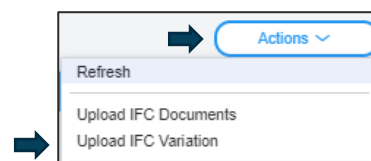
7. **Click** Attach.

8. **Click** Submit.

Note: Once the IFC documents have been submitted, the option to submit IFC variations will be made available.

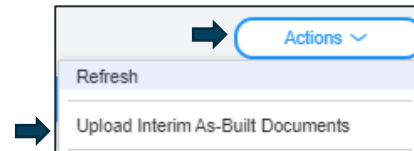9. **Click** Actions, then **click** Upload IFC variation (only if amended documents require uploading).

Note: In order to upload Interim As-Built documents, the developer must first submit the Seek to OC case.
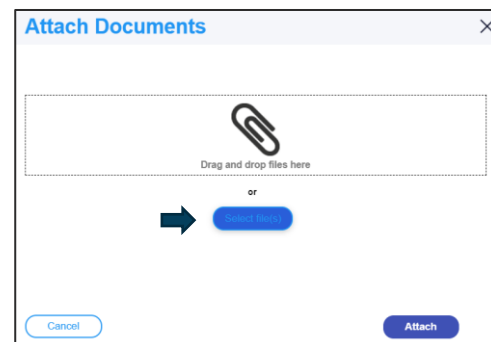
Upload Documents

10. **Click** Actions, then **click** Upload Interim As-Built Documents.
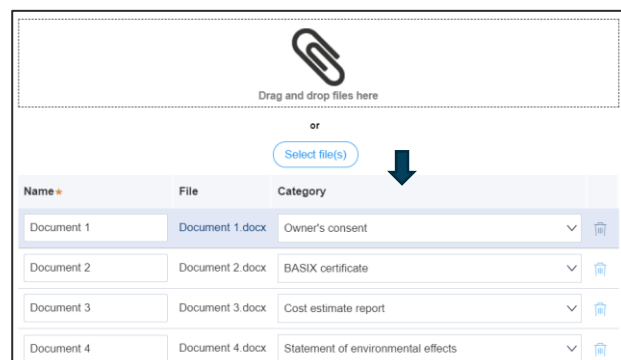

11. **Click** Upload.

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

13. 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.
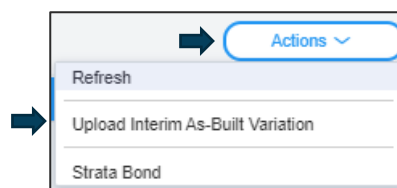

14. **Click** Attach.

15. **Click** Submit.

Note: After submitting Interim As-Built Documents, the developer can upload any variation documents from the actions menu as indicated below.

16. To upload amended documents, **click** Actions, then **click** Upload Interim As-Built Variation.

End of Steps

Further 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.