

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 |
|-----------------------------|------------------------|----------------------|-----------------------------|------------------------|

Submit an Application

Complying Development Certificate - Applicant



3. 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.


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

If you answered Yes;

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field
- **Click** the search icon
- **Select** a result from the list provided

You must also **indicate** if the nominated company is the applicant before continuing.

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.



ACN ▾	Enter here and search	🔍	<input type="checkbox"/>	Not found? Please select the checkbox to enter details manually.
Name				
ABN				
ACN				
Trading Name				
Is the nominated company the applicant for this application? *				
<input type="radio"/> Yes				
<input type="radio"/> No				

Who owns the development site?

5. **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.

6. 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

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



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

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.

Developer details

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

Select

ABN

ACN

Name

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](#)

Development details

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

Submit an Application

Complying Development Certificate - Applicant



Select the site of your development

10. Select the application type.

If your application is for a modification to a complying development certificate you will be prompted to enter;

- Determination date of the complying development certificate being modified
- Application number of the consent to be modified
- Description of proposed modifications.

Application type
What is the application type? * [What is this?](#)

Complying development certificate application

Modification to complying development certificate

On what date was the application to be modified determined? **

What is the Application number of the consent to be modified? *

Provide a description of the proposed modification *

Please provide a detailed description including any secondary develo

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

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 ²
Heritage	NA
Local Provisions	Minimum Landscape Area

Provide details of the proposed development

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

<input checked="" type="checkbox"/>	Dwelling house
<input type="checkbox"/>	Secondary dwelling
<input type="checkbox"/>	Attached development
<input type="checkbox"/>	Detached development
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Balconies, decks, patios Terraces of verandahs

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.

13. 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)

14. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building a home destroyed by bushfire)

Yes

No

15. 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? *

16. Select the lot type.

What is the lot type? *

Corner lot

Parallel road lot

Battle-axe lot

Standard lot

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Complying Development Certificate - Applicant



BASIX certificate

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

Certifier details

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

Requirements and uploads

19. **Click** Upload.



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

Submit an Application

Complying Development Certificate - Applicant



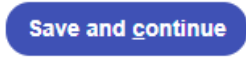
21. Ensure the attached files are placed in their appropriate categories

Name*	File	Category
Document 1	Document 1.docx	Owner's consent
Document 2	Document 2.docx	BASIX certificate
Document 3	Document 3.docx	Cost estimate report
Document 4	Document 4.docx	Statement of environmental effects

22. Click Attach.



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



Review and complete

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

Declarations

24. 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

25. Complete the declaration to submit the application.

Submit your application.

Declarations +

- I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection
- 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

Privacy Notice.

Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

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.

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