

Submit an application from an Online DA

Construction Certificate - Applicant

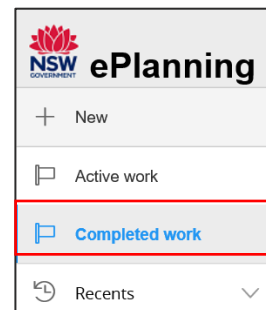


To view Construction Certificate applications submitted via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

You can apply for a Construction Certificate from a Development Application (DA) that has been determined. To do this, you will need to log in to the NSW Planning Portal.

Retrieve a determined DA

1. **Click** on Completed work.



2. Locate the determined DA and **click** on the Portal Application Number (PAN).

Reference number	Submitted Date	Site address	Status
PAN-881		2 BELMONT STREET SUTHERLAND 2232	Determined
CFT-424		39 ACACIA ROAD KIRRAWEE 2232	Cancelled
CFT-427		4 BELL CLOSE MARDI 2259	Cancelled

Apply for a Construction Certificate

3. **Click** request certificate at the top right of the screen.



4. **Click** on the certificate type (i.e. Construction certificate).

Certificate type

Select the certificate action you would like to apply for*

Subdivision certificate

Construction certificate

PCA appointment

Occupation certificate

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5. **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

6. Indicate if the application is for modification of a current construction certificate.

Is the application for modification of a current construction certificate?

Yes

No

7. The information under the Related approval section will be automatically populated from the information submitted on the DA.

Related approval

Which approval type is this certificate in relation to? ?
Development Application consent (DA)

Which approval type is this certificate in relation to? ?
Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) ?
DA7777

Was the DA applied for via the NSW Planning Portal?
Yes

Please provide portal application number (PAN) ?
PAN-881

Has the DA been determined?
Yes

8. **Confirm** the correct address is selected.

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

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

▼ 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

9. **Click Next.**

Next

Note: The following tabs need to be completed step-by-step, starting with Contact Details.

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- 1. Contact Details
- 2. Proposed development
- 3. Principal certifying authority
- 4. Requirements and uploads
- 5. Review And Submit

Note: The majority of the information is prepopulated from the Development Application. You will be required to review and update where necessary.

10. **Review** the applicant details and ensure the information is correct. You may update or edit this information where necessary.

Note: The next section is completing the Land owner details. If the land owner details are the same as the applicant details, there is an option to copy the applicant details.

11. **Click** Copy applicant details.

Copy applicant details

12. **Click** on Owner Builder if the development is being conducted by the applicant as an owner builder.

13. **Click** Add Owner if there are multiple owners.

Add Owner

14. **Complete** the declaration.

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

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15. **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)

16. **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) *

17. **Indicate** whether the Long Service Levy has been paid.

Long Service Levy

Have you paid the Long Service Levy? * ⓘ

Yes

No

NA

Note: The long service levy must be paid prior to construction certificate being issued.

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

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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 Email *

Mobile number preferred

Billing address *

20. Click Save and continue.



Note: The next tab is Proposed development and consists of information relating to the development.

1. Contact Details **2. Proposed development** 3. Principal certifying authority 4. Requirements and uploads 5. Review And Submit

21. Select the relevant options from the list provided.

Does the development require*

- Build earthworks
- Lot fill
- Construction of any new roads (including kerb and gutter)
- Construction of any new roads (without kerb and gutter)
- Bridge or major culvert works
- Inter-allotment

22. Enter the Class(es) of building under the Building Code of Australia.

Class(es) of building under the Building Code of Australia.

Class 1

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.

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

Please provide the estimated cost of the development?

25. Enter the total land area in sqm.

Land area (sqm) *

26. Enter the current gross floor area (sqm) of the development.

What is the current gross floor area?

27. Enter the gross floor area of the development when completed.

When complete, what will the gross floor area of the new development be?

28. Enter the current usage of all parts of the development.

What are the current uses of all parts of the building(s)/land? (if vacant please state)

29. Enter the proposed use of all parts of the buildings.

What is the proposed use of all parts of the building(s)/land?

30. Select whether the building is Attached, Detached (Free standing) or Semi-detached.

Is the proposed building is attached, detached (i.e. free standing) or semi-detached?

Attached

Detached (Free-standing)

Semi-detached

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31. Enter the number of bedrooms of the development.

Number of one bedroom dwellings in the proposed development*	0
Number of two bedroom dwellings in the proposed development*	0
Number of three bedroom dwellings in the proposed development*	0
Number of four bedroom dwellings in the proposed development*	1

32. Enter the height of the development.

Ultimate height of the development (m)	9
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33. Enter the number of pre-existing dwellings of the site.

Number of pre-existing dwellings on site	1
--	---

34. Enter the number of dwellings to be demolished.

Number of dwellings to be demolished	1
--------------------------------------	---

35. Enter the number of dwellings proposed as part of this certificate.

Number of dwellings proposed as part of this certificate	1
--	---

36. Enter the number of proposed storeys.

Number of storeys proposed in the new building(s)	1
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37. Enter the number of proposed lots.

Number of proposed lots	1
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38. Indicate which materials will be used in the construction process, by placing ticks next to the relevant materials.

Materials to be used			
Walls*	Roof*	Floor*	Frame*
<input checked="" type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input checked="" type="checkbox"/> Concrete (20)	<input type="checkbox"/> Aluminium (70)
<input type="checkbox"/> Cladding-aluminium (70)	<input checked="" type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)	<input type="checkbox"/> Steel (60)
<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)	<input checked="" type="checkbox"/> Timber (40)
<input type="checkbox"/> Concrete block (11)	<input type="checkbox"/> Fibreglass (80)	<input type="checkbox"/> Unknown (90)	<input type="checkbox"/> Other (80)
<input type="checkbox"/> Concrete/masonry (20)	<input type="checkbox"/> Fibrous cement (30)		<input type="checkbox"/> Unknown (90)

39. Indicate whether you are proposing to carry out alterations or modifications to existing relevant fire safety systems.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?

Yes

No

Note: If you select Yes for alterations or modifications, you will be required to provide further information (e.g. If you change the location of an access panel).

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? *

Yes

No

Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	Change location
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

40. Indicate whether fire safety measures will be installed to the building.

Are proposed fire safety measures to be installed in the building?

Yes

No

Note: If you select Yes, you will be required to provide further information (e.g. If you change the location of an access panel).

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Are proposed fire safety measures to be installed in the building?*

Yes
 No

Fire Safety Measure	Is this measure installed in the building?	Please enter proposed standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

41. Click Save and continue.

Save and continue

Note: The next tab is Principal certifying authority details.

1. Contact Details 2. Proposed development 3. Principal certifying authority 4. Requirements and uploads 5. Review And Submit

42. Enter the certifier name.

Principal certifying authority

Enter the name of the nominated PCA/ Accredited Certifier of your choice*

SUTHERLAND SHIRE COUNCIL

43. Click Save and continue.

Save and continue

Note: The next tab is the Requirements and uploads section.

1. Contact Details 2. Proposed development 3. Principal certifying authority 4. Requirements and uploads 5. Review And Submit

44. Click Upload.

Upload

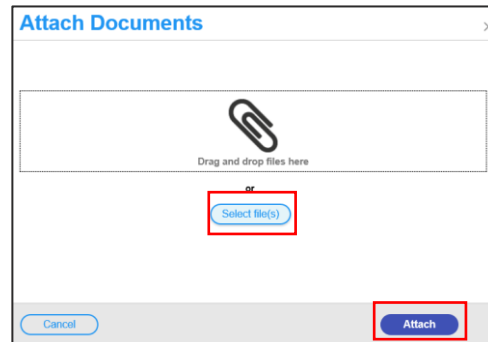
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45. **Click** select files to search for file and once selected, **click** on the Attach button.

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



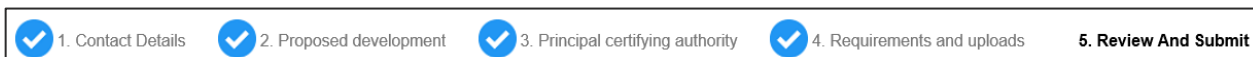
46. Ensure the attached files are placed in their appropriate categories.

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

47. **Click** Save and continue.



Note: The final tab is Review And Submit.



48. After reviewing all the information provided on the application, **complete** the declaration to submit the application.

Applicant declaration

I declare that all the information in the application and checklist is, to

I/we own the subject land, consent to this application and consent to application. I accept that all communication regarding this application will be authorisation of the relevant statutory authority.

49. **Click** Submit.



End of steps

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