

Submit a Complying Development Certificate Application



Applicant

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 Quick Reference Guide '[Register for a Planning Portal Account](#)'.

Submit a CDC Application

Create New Application

1. **Click** New and select Complying Development Certificate from the dropdown list.

A screenshot of a dropdown menu. At the top, there is a '+' icon followed by the text 'New' and a downward arrow. Below this, there are two options: 'Complying Development Certificate' (highlighted with a red border) and 'Free Tree Voucher'.

To submit a CDC application, there are up to 6 steps that must be completed:

1. Applicant details.
2. Development details.
3. Registered practitioner details (class 2 developments only).
4. Certifier details.
5. Requirements and uploads.
6. Review and complete.

Applicant details

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

2. **Enter** the following information:

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

A screenshot of a form with the following fields and values:

- First given name *: Joe
- Other given name/s: (empty)
- Family name *: Bloggs
- Contact number: 0123456789
- Email *: sicapplicant@yopmail.com
- Address *: 2 BELMONT STREET SUTHERLAND 2232

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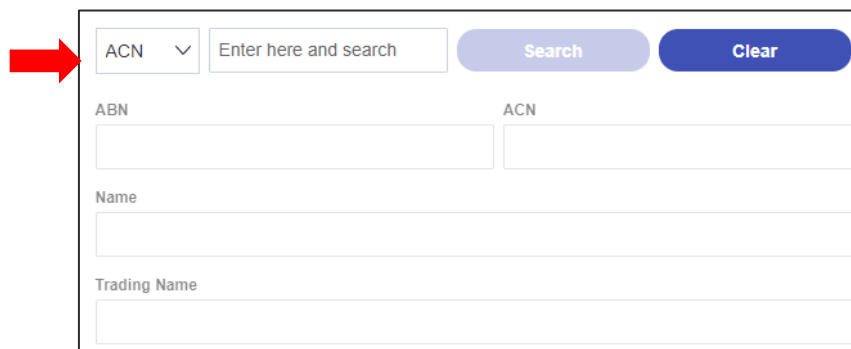
Note: Your name and contact email address will automatically populate based on your User Profile. As you enter your address, it will be validated against the registered address database. Please select an option from the list to proceed.

3. 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.



ACN ▾ Enter here and search Search Clear

ABN ACN

Name

Trading Name

4. Identify the owners of the development site.



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.

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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:

If you are **not one of the owners**, you will be required to populate the contact information for all 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

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 *

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5. **Indicate** if there are any security or site conditions which may impact the inspection (e.g. locked gates or animals).

If yes you will be prompted to provide further details.

Are there any security or site conditions which may impact on the person undertaking the inspection? eg:
 Yes
 No
Provide details*

6. **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 Search Clear
ABN ACN
Name
Trading Name
Address
Email

7. **Click** Save and continue.



Note: You can also **click** Cancel to exit, or Save and exit to save all the information input to date, and return to your dashboard. Save and exit will only work if all mandatory fields have been completed.

Development details

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1. Select the application type.

If modification to a complying development certificate is selected, 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

8. 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

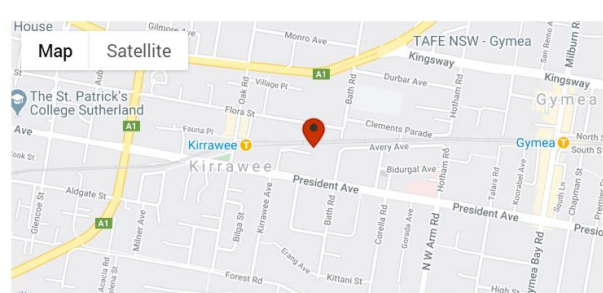
Lot/Section Number/Plan

2 / — / DP30696

OR

Enter Lot/Section Number/Plan

Map
Satellite



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.

9. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

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

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10. Click on the proposed development from the list of options.

Dwelling house
 Secondary dwelling
 Attached development

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.

11. 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
Please provide a detailed description of the proposed mod

12. 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)

Yes
 No

13. 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? *

14. Select the lot type.

What is the lot type? *

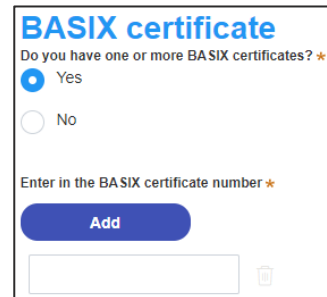
Corner lot
 Parallel road lot
 Battle-axe lot
 Standard lot

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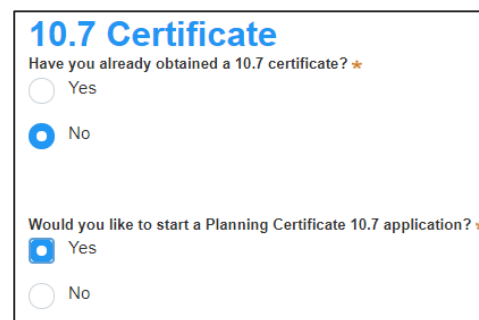
15. Indicate if you have a BASIX certificate.

If you select Yes, then you can **enter** the BASIX certificate number in the space provided.



16. Indicate if you have already obtained a 10.7 Planning Certificate.

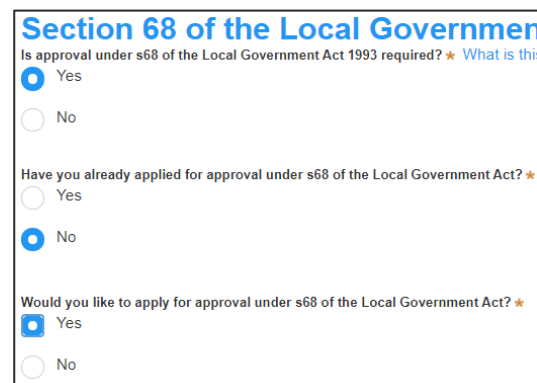
If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.



Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

17. Indicate if approval under s68 of the Local Government Act 1993 is required.

If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.



Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

Submit a Complying Development Certificate Application



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18. Click Save and continue.

Save and continue

Registered practitioner details

1. Applicant details 2. Development details 3. Registered practitioner details 4. Certifier Details 5. Requirements and uploads 6. Review and complete

Note: Registered practitioner details may be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

Designer details (optional)

19. Click Add designer and complete the relevant information including;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address
- Company Name
- Licence or permit number.

The screenshot shows a form titled 'Registered Practitioner details' with a 'Current' status indicator. The form includes the following fields:

- Title: A dropdown menu with 'Please Select...' as the placeholder.
- First given name *: A text input field.
- Other given name/s: A text input field.
- Family name *: A text input field.
- Contact number: A text input field with a sub-label 'Mobile number preferred'.
- Email *: A text input field.
- Address*: A text input field.
- Company Name *: A text input field.
- Licence number or Permit number *: A text input field.

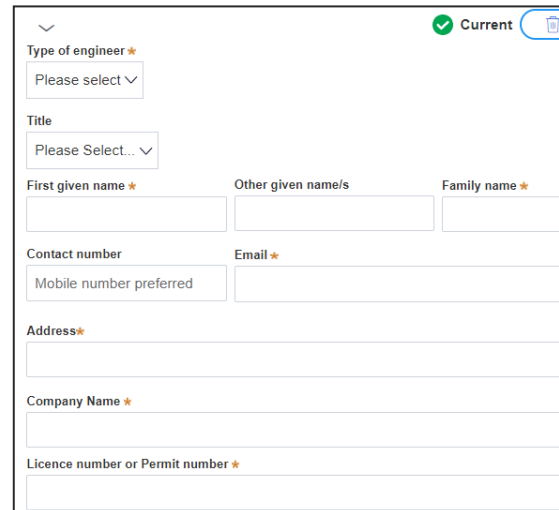
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Engineer details (optional)

20. Click Add engineer and **complete** the relevant information including;

- Type of engineer
- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address
- Company Name
- Licence or permit number.

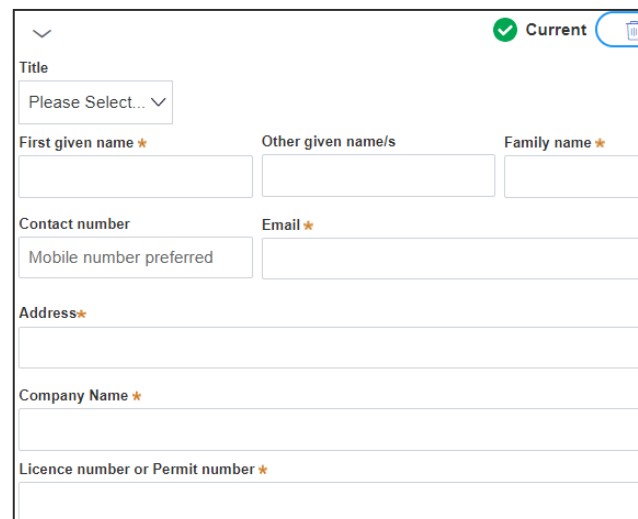


The screenshot shows a form for adding an engineer. It includes a dropdown for 'Type of engineer', a 'Title' dropdown, and three input fields for 'First given name', 'Other given name/s', and 'Family name'. There are also input fields for 'Contact number' (with a sub-field for 'Mobile number preferred') and 'Email'. A required 'Address' field is shown as a single-line text box. Below that is a 'Company Name' field and a 'Licence number or Permit number' field. A 'Current' status indicator with a green checkmark is visible in the top right corner.

Building Practitioner details (optional)

21. Click Add building practitioner and **complete** the relevant information including;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address
- Company Name
- Licence or permit number.



The screenshot shows a form for adding a building practitioner. It includes a 'Title' dropdown, and three input fields for 'First given name', 'Other given name/s', and 'Family name'. There are also input fields for 'Contact number' (with a sub-field for 'Mobile number preferred') and 'Email'. A required 'Address' field is shown as a single-line text box. Below that is a 'Company Name' field and a 'Licence number or Permit number' field. A 'Current' status indicator with a green checkmark is visible in the top right corner.

22. Click Save and continue.

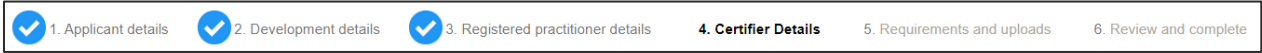
Save and continue

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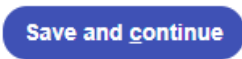
Certifier Details



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

Note: Certifiers who are accepting applications through the Portal may be located.

24. Click Save and continue.



Requirements and uploads

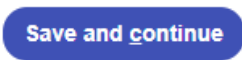


25. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.



Note: The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to bring it within the 150-character limit.

26. Click Save and continue.



Review and submit



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Applicant

27. Complete the declarations 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.

28. Click Submit CDC Application.

[Submit CDC Application](#)

Note: You may Save and exit your application or move to Previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

End of steps

Next Steps

- If you have initiated a related application such as a Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

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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