Submitting an Application to Appoint a Principal Certifier

Applicant

To apply for a principal certifier appointment application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide.

You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods

- Via an online development (DA) or online complying development certificate (CDC) application

- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

Initiating an application

1. Log in to the NSW Planning Portal and

   a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA) from the New menu top left of the screen, or
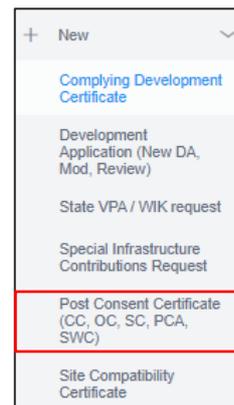
   b) Connect to an existing DA/CDC application, by first locating and opening the existing DA/CDC, then **select** Request related application.
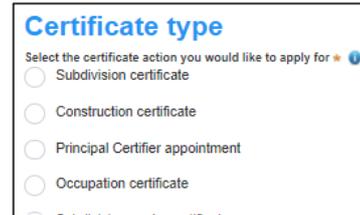
      Click on Request Certificate.

Note: When submitting a related Portal application it links the DA or CDC and relevant information entered on the DA or CDC will auto-populate to this application so you may not have to complete some of the following steps but rather, you can review the information.

2. **Select** the certificate type Principal Certifier appointment.

3. **Select** the class(es) of development.
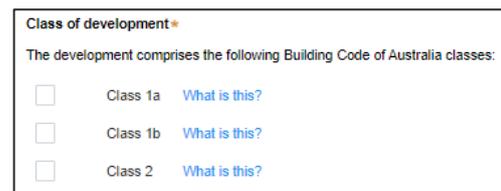
Note: If a Class 2 development is selected, you will be required to meet further obligations in accordance to the *Design and Building Practitioners Act 2020* by nominating Pracititioners, enter a Building Work Commencement date after the CDC is determined and Lodge relevant Construction-Issued Regulated design documents.

For more information on these processes, refer to our relevant online resources and specific quick reference guides.

4. **Enter** the related approval information.
   E.g. If this application is in relation to a DA, then enter the relevant DA information.

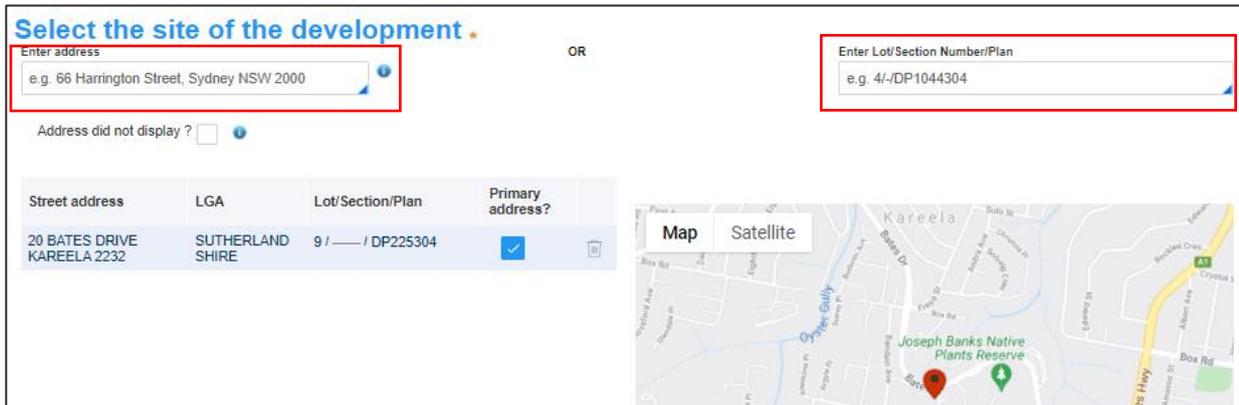**Note:** If this application was created as a related application, then the related application information will be displayed.

5. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.
   Repeat as required until all development sites are located.

Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

6. **Indicate** the primary address of the development. This field is mandatory.

   You can delete the address by **clicking** on the trash icon.

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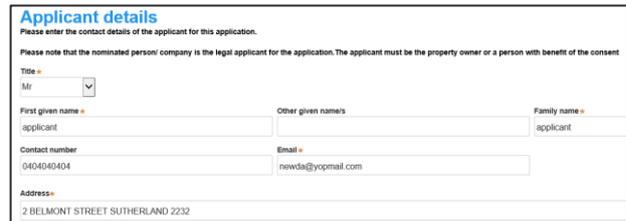

8. **Click** Next.

Capturing Contact Details

When an application is linked to an online DA or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

9. **Review** the applicant details and ensure the information is correct or enter as required.

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 *   Other given name/s   Family name *
applicant   applicant

Contact number   Email *
0404040404   newda@yopmail.com

Address*
2 BELMONT STREET SUTHERLAND 2232

10. **Indicate** if you are applying on behalf of a company.

    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.
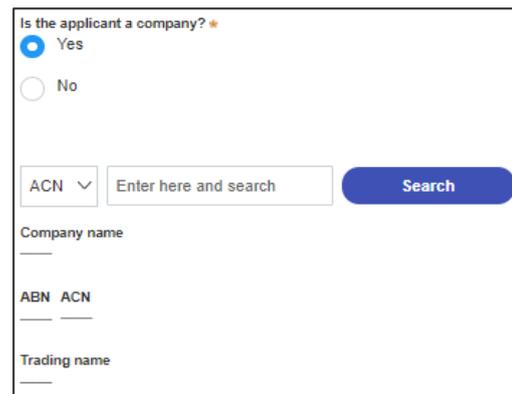
Is the applicant a company? *
◉ Yes
○ No

ACN ⌄   Enter here and search   Search

Company name
___

ABN ACN
___

Trading name
___

11. **Identify** the owners of the development site.

    If there are multiple owners, **select** the appropriate button and **click** 'Add Owner'.

    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.

    If a company or business owns the development site, **enter** the company name and ABN.
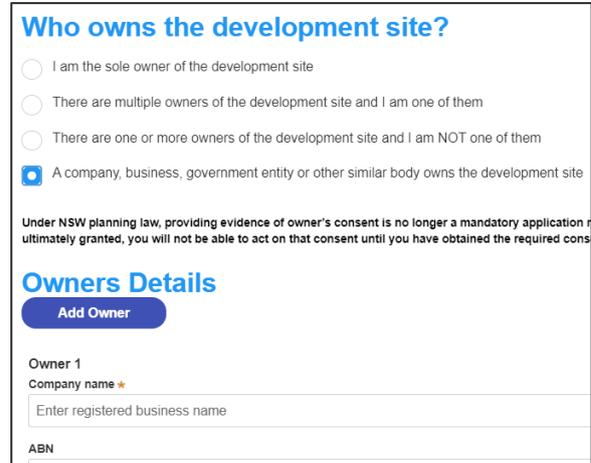
Who owns the development site?

○ 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

Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application r
ultimately granted, you will not be able to act on that consent until you have obtained the required cons

Owners Details
  Add Owner

Owner 1
Company name *
  Enter registered business name

ABN

12. **Indicate** who will be carrying out the building works, or if not determined at this time.
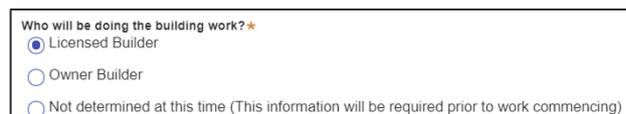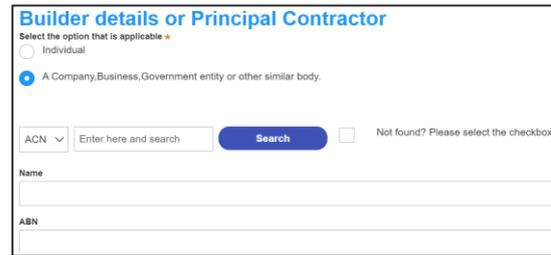
Who will be doing the building work?*
◉ Licensed Builder
○ Owner Builder
○ Not determined at this time (This information will be required prior to work commencing)

Note: If the builder or principal contractor is yet to be determined, skip the next step.
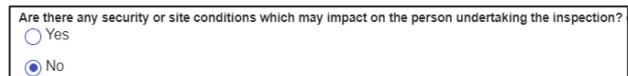
13. **Indicate** if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.
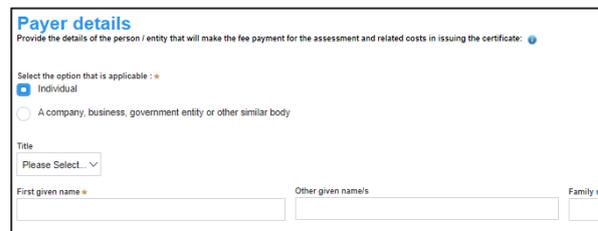

14. **Indicate** if there are any security or site conditions which may impact the inspection, for example, locked gates or animals.

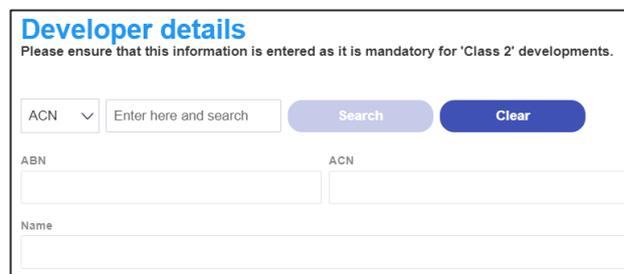15. **Identify** if the payer is an individual or company/business/government entity etc and **enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

16. **Search** to **enter** the developer details.

Note: The developer details are mandatory for all Class 2 developments.

17. **Click** Save and continue.

Capturing Proposed development details

18. **Select** the type of development or if complete, continue to the next step.

Note: The class of development selected when the application was initiated will be presented. Continue to the next field.

19. **Enter** a detailed description for the development or if complete, continue to the next step.

20. **Enter** an estimated cost of the development, inclusive of GST. If complete, continue to the next step.

21. **Enter** the number of storeys in the new building.

22. **Click** Save and continue.

Capturing Principal Certifier details

23. **Enter** the anticipated date the construction work is set to commence from the calendar.

Note: The anticipated date that an occupation certificate will be sought will automatically populate a date that is six months from the day the application was created.

24. **Enter** the anticipated date an occupation certificate will be sought from the calendar.

When is it anticipated that an occupation certificate will be sought for the site?

26/11/2020

Note: You can search for the pricipal certifier by Company name, Trading name, ABN or ACN.

25. **Enter** the Principal Certifier details by

   a) **Selecting** an operator to search by from the list

   b) **Enter** your search term in the space provided then **click** Search

   c) **Click** on the certifier from the list of options.

ACN

Select...
Company Name
Trading Name
ABN
ACN

Search

Company Name ∨ Sutherland council **Search**

Company Name ∨ Search

Nominated Principal Certifier details
Company name
SUTHERLAND SHIRE COUNCIL

Trading name
SUTHERLAND SHIRE COUNCIL

Note: The details of the selected certifier will appear below the search field.

26. **Click** Save and continue.

Save and continue

Uploading documentation

There are certain required documents that must be uploaded to your application however there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

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

Upload

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.

28. **Click** Save and continue.

Save and continue

Reviewing and submitting

29. After reviewing all the information provided on the application, **complete** the declarations to submit the application.

Declarations *

Applicant declaration

☐ Select all

☐ I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.

☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority for the purpos application, and may be provided to other State agencies.

☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

The information and materials provided may be used for notification and advertising purposes, and may be made available to the public

30. **Click** Submit.

Submit

End of steps

What Happens Next?

When the PC Appointment is accepted by your nominated Certifier, you may provide your notice of commencement to notify Council of your intention to commence work through the Actions dropdown menu on the application.

To submit your notice of commencement:

1. Log in to the NSW Planning Portal
2. Open the PC Appointment application in your Active Work
3. Select Intention to commence work from the Actions dropdown menu
4. Complete the short form by nominating the date the work is commencing and click Submit.

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.
- View more quick reference guides, FAQs and support resources on our support page at https://www.planningportal.nsw.gov.au/support/how-guides and/or contact ServiceNSW on 1300 305 695.