

Submitting an application for a Construction Certificate



Applicant

To apply for a Construction Certificate via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our Registering for the NSW Planning Portal quick reference guide.

Getting started

You can apply for a construction certificate via the NSW Planning Portal using two different methods.

- As a related application via an online development (DA)
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

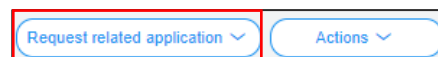
Initiating an application

1. Log in to the NSW Planning Portal and;

- a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or



- b) Connect to an existing DA application, by first Locating the existing DA, opening that application and **selecting** Request related application.



- c) **Click** on Request related application.



Note: When submitting a related application, most of the fields entered on the DA will auto populate to this CC application.

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2. **Select** Construction certificate from the list of options.

Select the certificate action you would like to apply for

- Subdivision certificate
- Construction certificate
- Principal Certifier appointment
- Occupation certificate
- Subdivision works certificate

3. **Select** the Class of development.

Class of development *

The development comprises the following Building

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)

4. **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

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

If Yes, you will be requested to enter details (as follow) for the current construction certificate.

Is the application for modification of a current construction certificate? *

- Yes
- No

Note: For related applications, the related approval information will be listed.

6. **Indicate** if the consent application was applied for via the NSW Planning Portal (required for DA only).

If yes, **enter** the Portal Application Number (PAN) reference.

Was a relevant construction certificate applied for via the NSW Planning Portal?

- Yes
- No
- Not applicable

Note: If a relevant construction certificate was not applied for on the NSW Planning Portal, then select Not applicable, rather than No.

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- 7. Enter the relevant street address or lot/section number/plan for the SC application.

Once the address has been located by the system, **click** on the Primary address box.

Enter address
2 BELMONT STREET SUTHERLAND 2232

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
4 DAMEELI AVENUE KIRRAWEE 2232	SUTHERLAND SHIRE	2 / — / DP30696	<input checked="" type="checkbox"/>

Note: The planning controls affecting the property can be viewed by clicking on the arrow under the Planning controls affecting the property heading.

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

- 8. Click Next.

Next

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

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

Capturing Contact Details

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

- 9. Review the applicant details and ensure the information is correct or update 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 ▾ applicant Other given names Family name ▾ applicant

Contact number 0404040404 Email ▾ nowda@yopmail.com

Address ▾ 2 BELMONT STREET SUTHERLAND 2232

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

Is the applicant a company?

Yes

No

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

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

Name

ABN *

ACN

Trading Name

Capturing Land owner details

Land owner details can be entered manually, or, if they are the same as the applicant details, there is an option to copy the applicant details.

11. **Indicate** who owns the development site.

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

Note: Depending on the selection made on the previous step, further information may be required to be entered.

12. **Indicate** who will be carrying out the construction 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)

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- 13. Indicate** whether the Builder or Principal Contractor details are for an individual or company, business, government entity, other etc.
Depending on your selection, the appropriate fields will be defined. Complete as required.

Builder details or Principal Contractor

Select the option that is applicable *****

Individual

A Company,Business,Government entity or other similar body.

ACN Not found? Please select the checkbox

Name

ABN

- 14. Indicate** whether the Long Service Levy has been paid.

Have you paid the Long Service Levy?

Yes

No

NA

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

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

Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

If Yes, you will be prompted to provide further details.

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16. 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 *

17. Enter Developer details. This is not a mandatory field.

Developer details

ACN Enter here and search Search Clear

ABN ACN

Name

18. Click Save and continue.



Capturing Proposed development details

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

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

Type of development*

Dwelling [What is this?](#)

Secondary dwelling [What is this?](#)

Semi-attached dwelling [What is this?](#)

Dual occupancy [What is this?](#)

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20. **Select** the Class(s) of development under the Building Code of Australia.

Class of development*

The development comprises the following Building Code of Australia classes:

Class 1a [What is this?](#)

Class 1b [What is this?](#)

Class 2 [What is this?](#)

Class 3 [What is this?](#)

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

Please provide a detailed description of the development*

Demolition of existing building and construction of new single story dwelling.

22. **Enter** an estimated cost of the development, inclusive of GST or if complete, continue to the next step.

Please provide the estimated cost of the development?

23. **Enter** the total land area in sqm.

Land area (sqm) *

500

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

What is the current gross floor area

100

25. **Enter** the gross floor area of the new development when completed.

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

120

26. **Enter** the current usage of all parts of the development, for example, residential.

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

Residential

27. **Enter** the proposed use of all parts of the buildings, for example, residential.

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

Residential

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28. **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?	
<input checked="" type="checkbox"/>	Attached
<input type="checkbox"/>	Detached (Free-standing)
<input type="checkbox"/>	Semi-detached

29. **Enter** the number of dwellings and their bedrooms for the development.
Enter 0 in the non-applicable fields.

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

30. **Enter** the height of the development.

Ultimate height of the development (m)
9

31. **Enter** the number of pre-existing dwellings on the site.

Number of pre-existing dwellings on site
1

32. **Enter** the number of dwellings to be demolished.

Number of dwellings to be demolished
1

33. **Enter** the number of dwellings proposed as part of this certificate.

Number of dwellings proposed as part of this certificate
1

34. **Enter** the number of proposed storeys.

Number of storeys proposed in the new building(s)
1

35. **Enter** the number of proposed lots.

Number of proposed lots
1

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36. If prompted, **indicate** the materials to be used in the construction process, by selecting the checkboxes next to the relevant materials.

Walls*	Roof*	Floor*
<input type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Concrete (20)
<input type="checkbox"/> Cladding-aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)
<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)

37. **Indicate** if 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, for example, 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	

38. **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, for example, if you change the location of an access panel.

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	

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39. Click Save and continue.

Save and continue

Principal Certifier selection

The next tab is Principal certifying authority.

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

40. Enter the certifier name and select the result from the dropdown list.

Principal Certifier

Enter the name of the nominated Principal Certifier / Accredited Certifier of your choice. *

41. Click Save and continue.

Save and continue

Uploading documentation

The next tab is the Requirements and uploads section. 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.

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

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

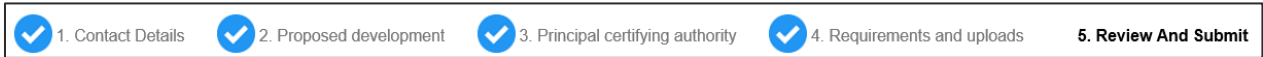
Upload

43. Click Save and continue.

Save and continue

Reviewing and submitting an application

The final tab is the Review And Submit section.



44. 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 true and correct.

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

I understand that if incomplete, the consent authority may request more information.

45. 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.
- Access the support page - <https://www.planningportal.nsw.gov.au/support/how-guides>; and/or contact ServiceNSW on 1300 305 695.