

# Uploading Interim As-Built Documents

Developer



When a developer submits an Intent to Seek OC, they are required to submit Interim As-Built documents.

You will receive an email notification that Interim As-Built documents need to be supplied.

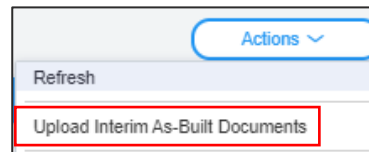
This guide will demonstrate the necessary steps for the developer to upload the Interim As-Built documents.

To complete the steps, the developer will need to have an account on the NSW Planning Portal. For assistance on creating an account, please refer to our quick reference guide called *Registering for a NSW Planning Portal Account*.

1. From the dashboard, locate the PC appointment application and **click** on the case reference number.

Submitted Date	Reference Number	Site Address
14/08/20	CFT-1595	4 25 BARBER AVENUE PENRITH 2750
14/08/20	CFT-1594	4 25 BARBER AVENUE PENRITH 2750

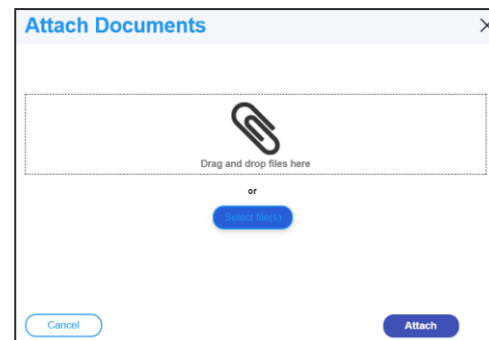
2. **Click** Actions, then **click** Upload Interim As-Built Documents.



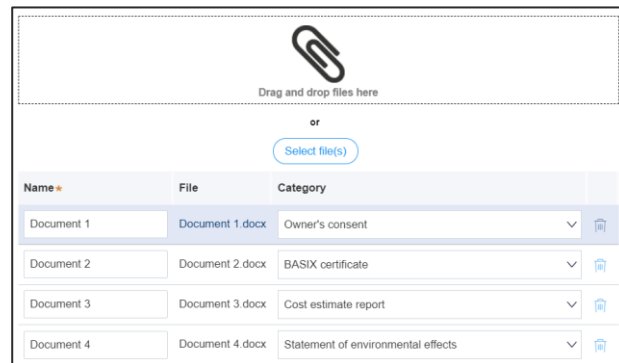
3. **Click** Upload.



4. **Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.



5. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.



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

6. **Click Attach.**

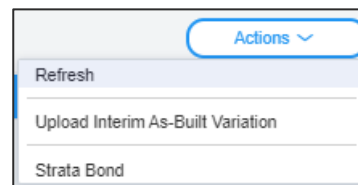


7. **Click Submit.**



**Note:** After submitting Interim As-Built Documents, the developer can upload any variation documents from the actions menu as indicated below.

8. To upload amended documents, **click** Actions, then **click** Upload Interim As-Built Variation.



Actions

- Refresh
- Upload Interim As-Built Variation
- Strata Bond

**Note:** Once the Interim As-Built documents have been uploaded, the Initiate Strata Bond option is available from the Actions button.

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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.