

Uploading Issued for Construction (IFC) Documents



Developer

If, while submitting a Principle Certifier (PC) application, the applicant selects a class 2 development, the nominated developer will be required to submit Issued for Construction (IFC) documents.

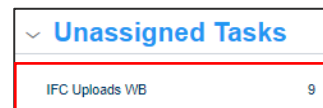
This guide will demonstrate the necessary steps for the developer to upload the IFC documents.

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*.

Locating the IFC Uploads case

The developer will receive an email notification only after the certifier has accepted the PC nomination, instructing the developer to upload the IFC documents.

1. From the dashboard, **click** IFC Uploads WB under Unassigned Tasks.



2. Locate the certificate 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

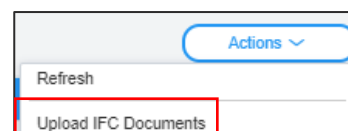
3. Ensure your name is in the 'Assign Cast To' field and **click** Submit.

Assign to me

Assign Case To: Prithul UAT Developer

Cancel Save and exit Submit

4. **Click** Actions, then **click** Upload IFC Documents.



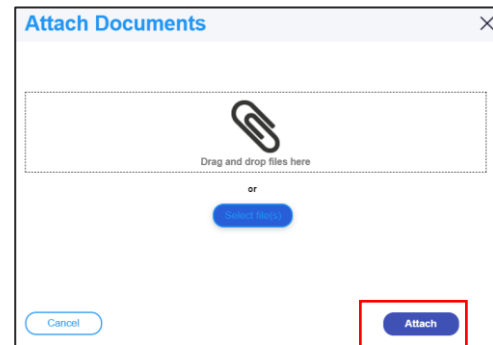
5. **Click** Upload.



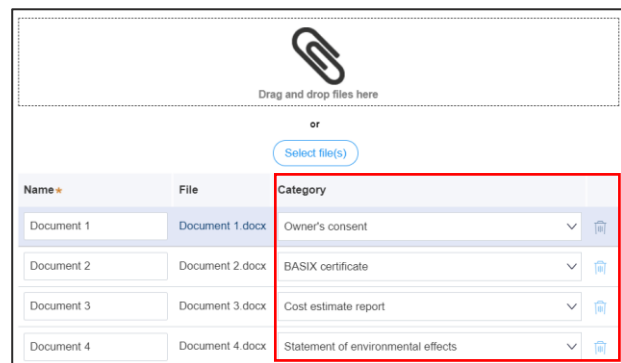
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6. **Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.



7. 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.



8. **Click** Attach.

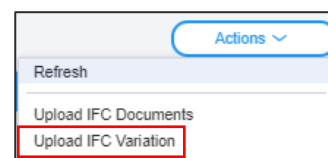


9. **Click** Submit.



Note: Once the IFC documents have been submitted, the option to submit IFC variations will be made available.

10. **Click** Actions, then **click** Upload IFC variation (only if amended documents require uploading).



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.