

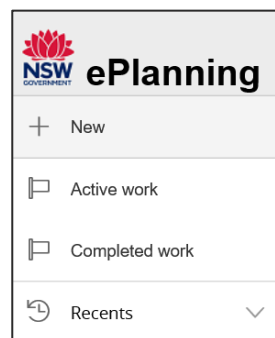
# Submit an application for a Construction Certificate

## Applicant

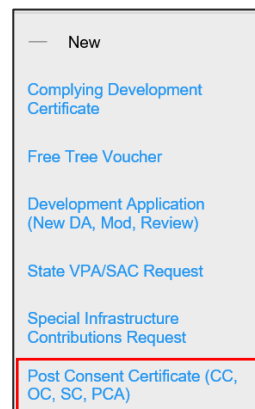
To view Construction Certificate applications submitted via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

## Apply for a Construction Certificate

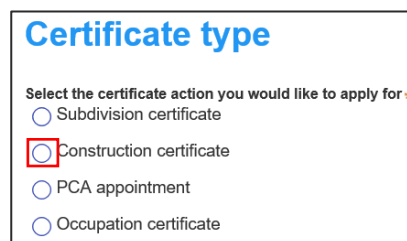
1. After you have logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Post Consent Certificate (CC, OC, SC, PCA) from the list of options.



3. **Click** on the certificate type (i.e. Construction certificate).



# Submit an application for a Construction Certificate



## Applicant

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.

Is the application for modification of a current construction certificate?

Yes

No

6. Select the relevant option under Related approval. E.g. Development Application consent.

Which approval type is this certificate in relation to?\*

Development Application consent (DA)

State determined (SSI / SSD)

7. Enter the DA Reference Number (e.g. DAxxxx).

Please enter DA number of the approval which is related to this certificate application

8. Indicate whether the DA was applied via the NSW Planning Portal.

Was the DA applied for via the NSW Planning Portal?

Yes

No

9. If yes, provide the Portal Application Number (PAN) reference.

Please provide portal application number (PAN)

10. Indicate whether the DA has been determined and if Yes, enter the date of determination.

Has the DA been determined?\*

Yes

No

Date of determination of the DA Case

11. **Enter** the relevant address for the Construction Certificate application.

Enter address

2 BELMONT STREET SUTHERLAND 2232

# Submit an application for a Construction Certificate



## Applicant

**Note:** The Lot/Section Number/Plan can also be used as a search option.

**Enter Lot/Section Number/Plan**

e.g. 4/-/DP1044304

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

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

**Note:** Multiple addresses can be searched for, however only one address may be selected as the primary address.

**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

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**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 <sup>2</sup>
Heritage	NA
Local Provisions	Minimum Landscape Area

## 12. 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 certifying authority    4. Requirements and uploads    5. Review And Submit

**Note:** A majority of the information is prepopulated from the Development Application. You will be required to review and update where necessary.

## 13. Review the applicant details and ensure the information is correct. You may update or edit this information where necessary.

**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 newds@yopmail.com

Address  
2 BELMONT STREET SUTHERLAND 2232

# Submit an application for a Construction Certificate



## Applicant

**Note:** The next section is completing the Land owner details section. If the land owner details are the same as the applicant details, there is an option to copy the applicant details.

14. **Indicate** whether the applicant is a company, and if Yes, complete the company details.

Is the applicant a company?

Yes

No

15. **Enter** the land owner details. If the land owner is the same as the applicant, **click** Copy applicant details to populate this information.

Copy applicant details

16. **Click** on Owner Builder if the development is being conducted by the applicant as an owner builder.

Owner 1

Owner Builder?

17. **Click** Add Owner if there are multiple owners, otherwise proceed to next question.

Add Owner

18. **Complete** the declaration.

I declare that I have shown this document, including all attached drawings,

**Indicate** if there are any security or site conditions which may impact on the person undertaking the inspection.

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

Yes

No

19. **Select** who will be carrying out the construction works (e.g. Licenced Builder).

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)

# Submit an application for a Construction Certificate



Applicant

20. Enter the Builder details for Principal Contractor details.

### Builder details or Principal Contractor

**Title \***  
Please Select... ▾

**First given name \*** **Other given name/s** **Family name \***

**Contact number** **Email \***

Mobile number preferred

**Address \***

**Licence number or Permit number (in the case of an owner builder) \***

21. Indicate whether the Long Service Levy has been paid.

### Long Service Levy

Have you paid the Long Service Levy? \* ⓘ

Yes

No

NA

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

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

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

Yes

No

# Submit an application for a Construction Certificate



Applicant

23. 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 \*

24. Click Save and continue.

Save and continue

**Note:** 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

25. Select the relevant options from the list provided.

Does the development require\*

Build earthworks

Lot fill

Construction of any new roads (including kerb and gutter)

Construction of any new roads (without kerb and gutter)

Bridge or major culvert works

Inter-allotment

26. Enter the Class(es) of building under the Building Code of Australia.

Class(es) of building under the Building Code of Australia.

Class 1

# Submit an application for a Construction Certificate



## Applicant

27. Enter a detailed description for the development.

Please provide a detailed description of the development \*

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

28. Enter an estimated cost of the development, inclusive of GST.

Please provide the estimated cost of the development?

29. Enter the total land area in sqm.

Land area (sqm) \*

500

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

What is the current gross floor area

100

31. Enter the gross floor area of the development when completed.

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

120

32. Enter the current usage of all parts of the development (e.g. Residential).

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

Residential

33. Enter the proposed use of all parts of the buildings (e.g. Residential).

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

Residential

34. 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?

Attached

Detached (Free-standing)

Semi-detached

# Submit an application for a Construction Certificate



Applicant

35. Enter the number of bedrooms of the development.

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

36. Enter the height of the development.

Ultimate height of the development (m)	9
--	---

37. Enter the number of pre-existing dwellings of the site.

Number of pre-existing dwellings on site	1
--	---

38. Enter the number of dwellings to be demolished.

Number of dwellings to be demolished	1
--------------------------------------	---

39. Enter the number of dwellings proposed as part of this certificate.

Number of dwellings proposed as part of this certificate	1
--	---

40. Enter the number of proposed storeys.

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

41. Enter the number of proposed lots.

Number of proposed lots	1
-------------------------	---

42. Indicate which materials will be used in the construction process, by placing ticks next to the relevant materials.



# Submit an application for a Construction Certificate



## Applicant

### Materials to be used

Walls*	Roof*	Floor*	Frame*
<input checked="" type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input checked="" type="checkbox"/> Concrete (20)	<input type="checkbox"/> Aluminium (70)
<input type="checkbox"/> Cladding-aluminium (70)	<input checked="" type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)	<input type="checkbox"/> Steel (60)
<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)	<input checked="" type="checkbox"/> Timber (40)
<input type="checkbox"/> Concrete block (11)	<input type="checkbox"/> Fibreglass (80)	<input type="checkbox"/> Unknown (90)	<input type="checkbox"/> Other (80)
<input type="checkbox"/> Concrete/masonry (20)	<input type="checkbox"/> Fibrous cement (30)		<input type="checkbox"/> Unknown (90)

43. Indicate whether 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 (e.g. 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	

44. 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 (e.g. If you change the location of an access panel).

# Submit an application for a Construction Certificate



Applicant

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	

45. Click Save and continue.

Save and continue

Note: The next tab is Principal certifying authority details.

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

46. Enter the certifier name (in this example, Sutherland Shire Council is the certifier).

Nominated accredited certifier details

Enter the name of the nominated accredited certifier of your choice.\*

SUTHERLAND SHIRE COUNCIL

47. Click Save and continue.

Save and continue

Note: The next tab is the Requirements and uploads section.

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

48. Click Upload.

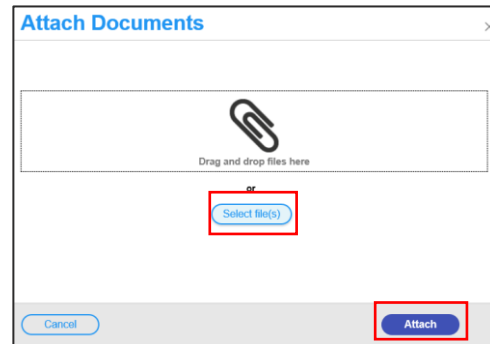
Upload

# Submit an application for a Construction Certificate

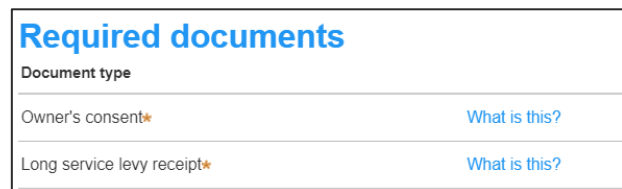
## Applicant

49. **Click** select files to search for file and once selected, **click** on the Attach button.

**Note:** You can also use the drag and drop feature to attach files.



50. Ensure the attached files are placed in their appropriate categories.



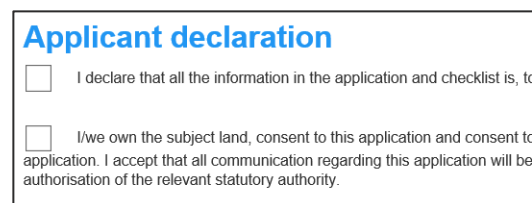
51. **Click** Save and continue.



**Note:** The final tab in the Review And Submit section.



52. After reviewing all the information provided on the application, **complete** the declaration to submit the application.



53. **Click** Submit.



End of steps

# Submit an application for a Construction Certificate

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Applicant

## 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/help/frequently-asked-questions>; and / or
- Contact ServiceNSW on 1300 305 695.

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