



**CENTRAL DARLING
SHIRE COUNCIL**

NSW Government Planning Portal

Information on how to apply for:

**CONSTRUCTION CERTIFICATES
OCCUPATION CERTIFICATES
APPOINTING A PRINCIPAL CERTIFIER
AND
COMPLYING DEVELOPMENT
CERTIFICATES**

A message from Central Darling Shire Council

In 2020 the NSW State Government, through the Department of Planning, Industry and Environment, enacted legislation that made it mandatory for all planning related applications to be lodged through the new electronic planning system, known as the NSW Planning Portal.

Central Darling Shire Council has now enabled this service.

While Council is still the certifying authority for planning related issues, residents, builders and developers need to apply through the NSW Planning Portal. Council can no longer accept applications in any form.

This booklet has collated the Quick Reference Guides developed by the Department of Planning, Industry and Environment to help guide you through the application process.

Please be aware, Council staff are not able to enter information for you. This ensures there is no conflict of interest.

The NSW Planning Portal is administered by the Department of Planning, Industry and Environment, and Council is unable to assist users with site faults.

Please contact the administrators on 1300 305 695 if you have problems accessing or using this site.

PRINCIPAL CERTIFIER

You will need to nominate a Principal Certifier who will inspect your construction and issue Construction, Occupation and other certificates required to progress your build.

You can select your own principal certifier if you have one, or nominate Council as the Principal Certifying Authority.

If you choose Council as your Principal Certifier, please use the following details.

PRINCIPAL CERTIFIER: Geoff Laan

PCA NUMBER: BPB 1701

DISCLAIMER

Information has been provided by the NSW Planning Portal. A comprehensive range of Quick Reference Guides (QRG) is available on the Planning Portal website at www.planningportal.nsw.gov.au/support/how-guides

Advice on using the Planning Portal including registration, access and lodgement advice must be directed to ServiceNSW on 1300 305 695.

Central Darling Shire Council has limited ability to assist residents with their applications.

All information is current at time of publication. No responsibility will be taken by Central Darling Shire Council for errors or omissions in information provided or incorrect lodgement of applications

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.

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 NSW Planning 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, this links your CDC or DA. Most fields 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 instead you can review the information.

Submitting an Application for a Construction Certificate

Applicant

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?](#)

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 of the current construction certificate under related approval.

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

- Yes
- No

6. **Select** the approval type this certificate application relates to from the options available and enter the related approval details.

Related approval

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- State determined (SSI / SSD)

Please enter the DA number which is related to this certificate application (please include the SSI/SSD prefix)

Note: if the DA number has not yet been given by the council please enter "To be determined"

Was the DA applied for via the NSW Planning Portal? *

- Yes
- No

Has the DA been determined? *

- Yes
- No

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

- Yes

Related approval

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- State determined (SSI / SSD)

Enter State determined number of the approval which is related to this certificate application (please include the SSI/SSD prefix)

Has the SSI / SSD case been determined? *

- Yes
- No

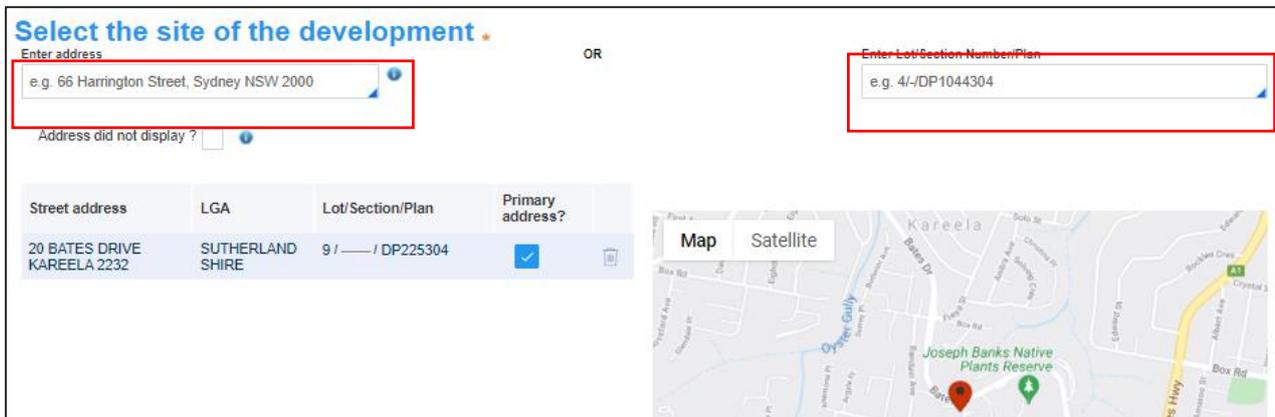
Submitting an Application for a Construction Certificate

Applicant

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

- 7. 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.



Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>

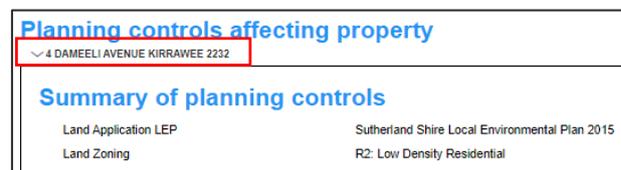
Map Satellite

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.

- 8. Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>

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



Summary of planning controls	
Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

- 10. Click Next.**

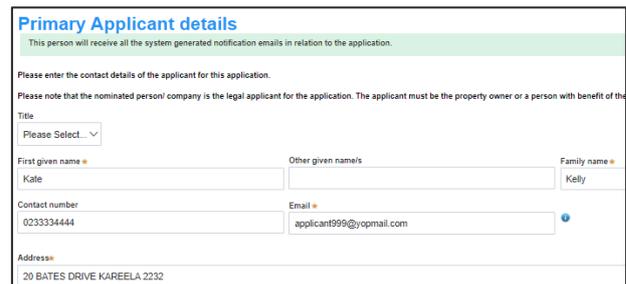
Next

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

Capturing Contact Details

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

- 11. Review** the applicant details and ensure the information is correct or update as required.



Primary Applicant details
This person will receive all the system generated notification emails in relation to the application.

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

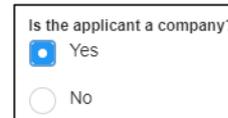
Title
Please Select... ▾

First given name * Other given name/s Family name *
Katie Kelly

Contact number Email *
0233334444 applicant999@yopmail.com

Address *
20 BATES DRIVE KAREELA 2232

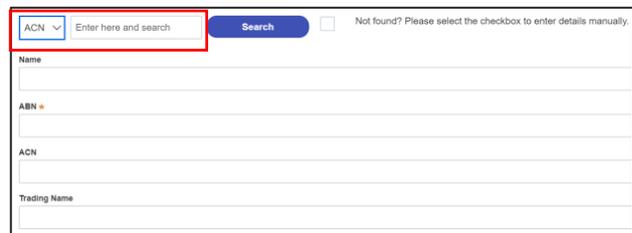
- 12. Indicate** if you are applying on behalf of a company.



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 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.

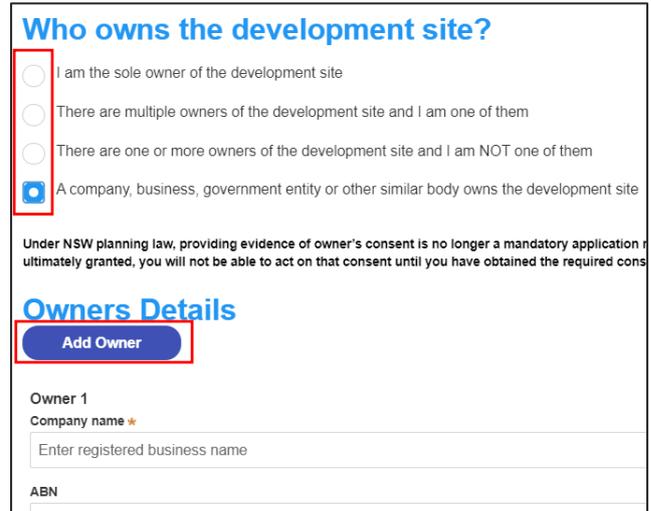
Submitting an Application for a Construction Certificate

Applicant

13. 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.

14. 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 requirement. If consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners.

Owners Details

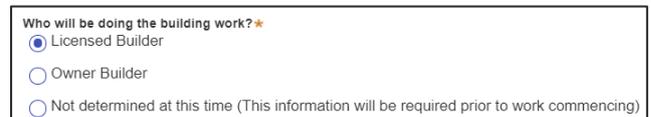
Add Owner

Owner 1
Company name *

ABN

Note: If you are the sole owner of the site, you will not need to provide additional information. If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

15. Indicate who will be carrying out the construction works or if not determined at this time.



Who will be doing the building work? *

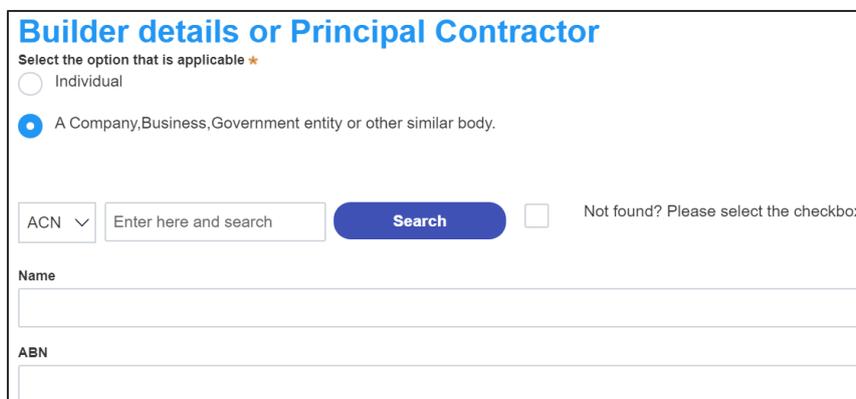
Licensed Builder

Owner Builder

Not determined at this time (This information will be required prior to work commencing)

16. 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 **Search** Not found? Please select the checkbox

Name

ABN

Submitting an Application for a Construction Certificate

Applicant

17. **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.

18. **Indicate** whether 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

19. **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.

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: ⓘ

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

Title

Please Select... ▾

First given name *

Other given name/s

Family name

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

Developer details

ACN ▾ Enter here and search

ABN ACN

Name

Note: This is not mandatory.

21. **Click** Save and continue.

Capturing Proposed development details

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

22. **Select** the type(s) of development from the list provided.

Type of development*

<input checked="" type="checkbox"/> Dwelling	What is this?
<input type="checkbox"/> Secondary dwelling	What is this?
<input type="checkbox"/> Semi-attached dwelling	What is this?
<input type="checkbox"/> Dual occupancy	What is this?

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

23. **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.

24. **Enter** an estimated cost of the development, inclusive of GST.

Please provide the estimated cost of the development?

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

Land area (sqm) *

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

What is the current gross floor area

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

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

Submitting an Application for a Construction Certificate

Applicant

28. **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

29. **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

30. **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

31. **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

32. **Enter** the height of the development.

Ultimate height of the development (m)

9

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

Number of pre-existing dwellings on site

1

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

Number of dwellings to be demolished

1

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

Number of dwellings proposed as part of this certificate

1

Submitting an Application for a Construction Certificate

Applicant

36. Enter the number of proposed storeys.

Number of storeys proposed in the new building(s)

37. Enter the number of proposed lots.

Number of proposed lots

38. 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)

39. 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 may 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	

40. 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 may provide further information, for example, if you are installing an access panel.

Submitting 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	

41. Click Save and continue.

Save and continue

Capturing Registered practitioner details

1. Contact Details 2. Proposed development 3. Registered practitioner details 4. Principal Certifier 5. Requirements and uploads 6. Review And Submit

Registered practitioner details can be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

- Dual Occupancy
- Alterations and additional to residential developments
- Manor houses

42. To add registered practitioner details to the application, click the corresponding + Add button and enter the details.

Designer

No Designer added

Engineer

No Engineer added

Building Practitioner

43. Click Save and continue.

Save and continue

Principal Certifier selection

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

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

44. Enter the Principal Certifier details by;
- Selecting an operator to search by from the list
 - Enter your search term in the space provided then **click** Search
 - Click on the certifier from the list of options.

ACN Search

Select...

- Company Name
- Trading Name
- ABN
- ACN

Company Name 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.

45. 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.

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

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

Upload

47. Click Save and continue.

Save and continue

Reviewing and submitting an application



48. After reviewing all the information provided on the application, **complete** the applicant declaration.

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 other State agencies.

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

49. Click Submit.

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.
- 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.

Applicant

To apply for an occupation certificate application 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.

You can apply for an occupation certificate using two different methods:

- As a related application via an online development application (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.

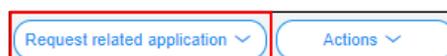
Initiating an application

1. Log in to the NSW Planning Portal and

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



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



- c) **Click** on Request Certificate.



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

Submitting an Application for an Occupation Certificate

Applicant

2. **Select** Occupation 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 interim / part development.

Select the type of certificate you wish to apply for *

- Certificate for the full development
- Interim / Part occupation certificate

Note: If your application is linked to a CDC or DA you may not have to complete some of the following steps but will be prompted instead to review the approval information.

5. **Select** the approval type this certificate application relates to from the options available.

Which approval type is this certificate in relation to? *

- Development Application consent (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

6. **Enter** the consent application reference number.

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

7. **Indicate** if the consent application was applied for via the NSW Planning Portal (for DA and CDC only).
If yes, **enter** the Portal Application Number (PAN) reference.

Was the DA applied for via the NSW Planning Portal? *

- Yes
- No

Submitting an Application for an Occupation Certificate

Applicant

8. **Indicate** whether the consent application has been determined.
If Yes, **enter** the date of determination.

Has the DA been determined? *

Yes

No

Date of determination of the DA Case

9. **Enter** the relevant street address or lot/section number/plan for the OC application.

Enter address

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

Enter Lot/Section Number/Plan

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

10. The information under the Related approval section will be automatically populated from the information submitted on the DA.

Related approval

Which approval type is this certificate in relation to? [?](#)
Development Application consent (DA)

Which approval type is this certificate in relation to? [?](#)
Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) [?](#)
DA7777

Was the DA applied for via the NSW Planning Portal?
Yes

Please provide portal application number (PAN) [?](#)
PAN-881

Has the DA been determined?
Yes

11. **Confirm** the correct address is selected.

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

Note: The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

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

Submitting an Application for an Occupation Certificate

Applicant

12. Click Next.

Next

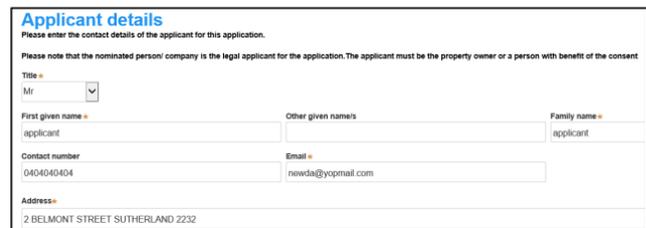
Note: The following tabs need to be completed step-by-step, starting with Contact Details.

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

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.

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.

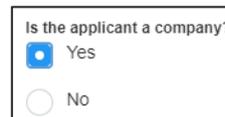
Title ▾
Mr ▾

First given name ▾ applicant Other given names Family name ▾ applicant

Contact number 0404040404 Email ▾ newda@yopmail.com

Address:
2 BELMONT STREET SUTHERLAND 2232

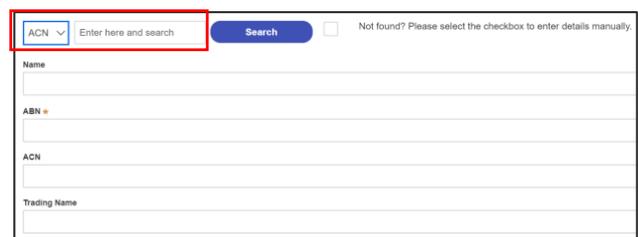
14. Indicate if you are applying on behalf of a company.



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 Search Not found? Please select the checkbox to enter details manually.

Name

ABN ▾

ACN

Trading Name

15. 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

Submitting an Application for an Occupation Certificate

Applicant

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

16. Select who will be doing the building, for example, Licenced Builder.

Who is doing the building work?

Licenced Builder

Owner Builder

17. 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
Mobile number preferred

Email *

Address *

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

18. Indicate whether 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

19. 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
Mobile number preferred

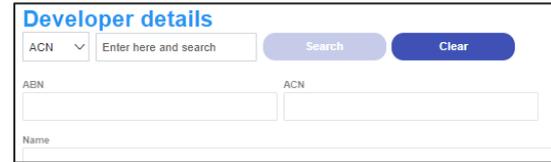
Email *

Billing address *

Submitting an Application for an Occupation Certificate

Applicant

20. **Enter** Developer details. This is not a mandatory field.



The form is titled "Developer details". It contains a dropdown menu for "ACN" with a search box "Enter here and search" and a "Search" button. There is also a "Clear" button. Below this are two input fields for "A/N" and "ACN", and a "Name" field.

21. **Click** Save and continue.

Save and continue

Note: The next tab is Proposed development and consists of information relating to the development.



A progress bar with five steps: 1. Contact Details (checked), 2. Proposed development (bolded), 3. Principal certifying authority, 4. Requirements and uploads, 5. Review And Submit.

Capturing Proposed development details

22. **Select** the type of development from the list provided.



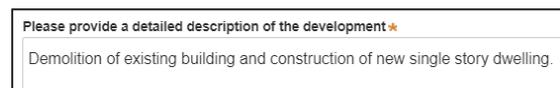
The form is titled "Type of development*". It lists four options with checkboxes and "What is this?" links: Dwelling (checked), Secondary dwelling, Semi-attached dwelling, and Dual occupancy.

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



The form is titled "Class of development*". It states "The development comprises the following Building Code" and lists three classes with checkboxes and "What is this?" links: Class 1a, Class 1b, and Class 2.

24. **Enter** a detailed description for the development.



The form is titled "Please provide a detailed description of the development*". It contains a text area with the description: "Demolition of existing building and construction of new single story dwelling."

25. **Click** Save and continue.

Save and continue

Submitting an Application for an Occupation Certificate

Applicant

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

Capturing Principal Certifier details

26. Enter the Principal Certifier details.

ACN Search

- Select...
- Company Name
- Trading Name
- ABN
- ACN

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

27. Enter the details in the space provided, then **click** Search.

Company Name Sutherland council Search

28. Click on the certifier from the list of options.

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

Company Name Search

Nominated Principal Certifier details

Company name
SUTHERLAND SHIRE COUNCIL

Trading name
SUTHERLAND SHIRE COUNCIL

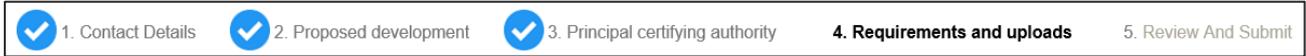
29. Click Save and continue.

Save and continue

Submitting an Application for an Occupation Certificate

Applicant

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



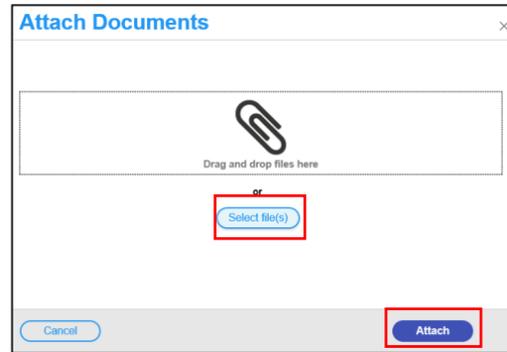
Uploading documentation

30. Click Upload.



31. 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.



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

Name *	File	Category
Development Consent	Development Consent.docx	Development consent
Owners Consent	Owners Consent.docx	Owner's consent
Site Plans	Site Plans.docx	Select...

33. Click Save and continue.



Note: The final tab is Review And Submit.



Reviewing and Submitting

34. After reviewing all the information provided on the application, **complete** the applicant and PCA declarations, and the Owner consent.

Declarations ▾

Applicant declaration

Select all

I declare that all the information in my application and accompanying documents is

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

35. Click Submit.

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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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 our *Registering for the NSW Planning Portal* quick reference guide.

Getting Started

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

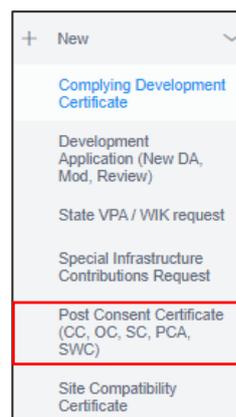
- Via an online development (DA) or online complying development certificate (CDC) application
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

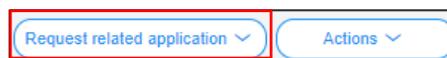
Initiating an application

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 connecting an existing consent application in the portal, such as a DA or CDC, the majority of information contained on the consent application will prefill the certificate application, saving you time and effort in completing the required information.

Submitting an Application to Appoint a Principal Certifier

Applicant

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

Certificate type

Select the certificate action you would like to apply for *

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

3. **Select** the class(es) of development.

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?](#)

Note: You might not be required to complete all the following steps if you are applying via an online development (DA) or online complying development certificate (CDC) application.

4. **Select** an approval type and **complete** related approval questions.

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Please enter the DA number which is related to this certificate

Note: if the DA number has not yet been given by the council

Was the DA applied for via the NSW Planning Portal? *

- Yes
- No

Has the DA been determined? *

- Yes
- No

Was the CC applied for via the NSW Planning Portal? *

- Yes
- No

Has the CC been determined? *

- Yes

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Please enter CDC number of the approval which is related to this

Was the CDC applied for via the NSW Planning Portal? *

- Yes
- No

Has the CDC been determined? *

- Yes
- No

Which approval type is this certificate in relation to? *

- Development Application number (DA)
- Complying Development Certificate (CDC)
- State determined (SSI / SSD)

Enter State determined number of the approval which is related to

Has the SSI / SSD case been determined? *

- Yes
- No

Note: The type of approval selected will define the remaining related approval fields that must be completed.

Submitting an Application to Appoint a Principal Certifier

Applicant

5. **Enter** the relevant street address or lot/section number/plan for the 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?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

6. **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 or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

7. **Review** the applicant details and ensure the information is correct or update as required;

- Title (optional)
- First given name
- Other given name/s (optional)
- Family name
- Contact number (optional)
- Email
- Address (residence or business)

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 name/s

Family name =
applicant

Contact number
0404040404

Email =
nowda@yopmail.com

Address =
2 BELMONT STREET SUTHERLAND 2232

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

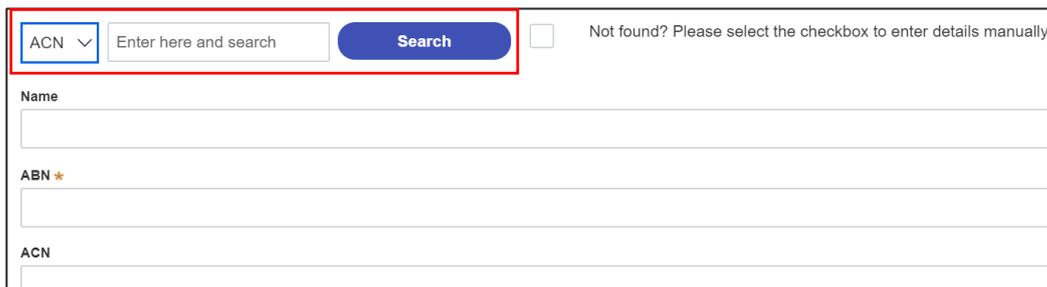
If you answered Yes,

Submitting an Application to Appoint a Principal Certifier

Applicant

- **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

Note: If you cannot locate an appropriate result you may select the checkbox to enter the details manually.

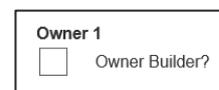


Note: The next section is completing the Land owner details. If the land owner details are the same as the applicant details there is an option to copy the applicant details.

9. **Select** who owns the development site and complete the owner details if defined below.



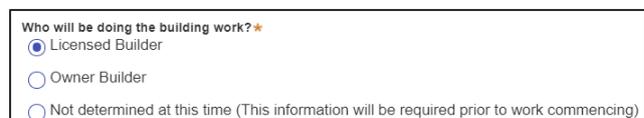
Click on Owner Builder if the development is being conducted by the applicant as an owner builder.



Click Add Owner and complete owner details if there are multiple owners.

Add Owner

10. **Indicate** who will be carrying out the building works, or if not determined at this time.



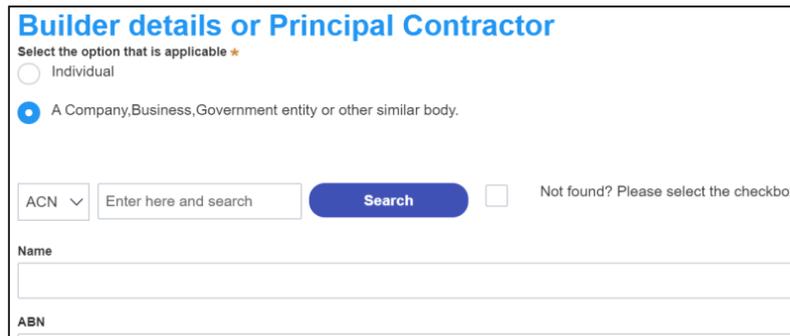
Submitting an Application to Appoint a Principal Certifier

Applicant

Note: If the builder or principal contractor is yet to be determined, skip the next step.

- 11. 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.

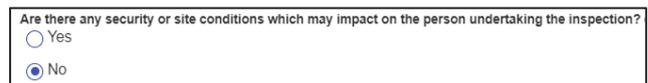
ACN Not found? Please select the checkbox

Name

ABN

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

If yes you will be prompted to provide further details.

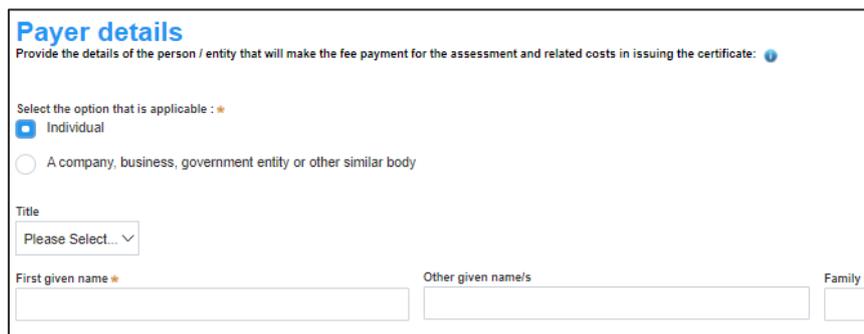


Are there any security or site conditions which may impact on the person undertaking the inspection?

Yes

No

- 13. 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.



Payer details
Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: ⓘ

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

Title

First given name * Other given name/s Family name

Submitting an Application to Appoint a Principal Certifier

Applicant

14. Enter the Developer details.

Developer details

Please ensure that this information is entered as it is mandatory for 'Class 2' developments.

ACN

ABN ACN

Name

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

15. Click 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 Certifier 4. Requirements and uploads 5. Review And Submit

Capturing Proposed development details

16. 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?](#)

17. Select the Class of development.

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?](#)

Note: The class of development will already be selected. Continue to the next question.

Submitting an Application to Appoint a Principal Certifier

Applicant

18. **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.

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

Please provide the estimated cost of the development?

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

Number of storeys proposed in the new building(s)

21. **Click** Save and continue.

Save and continue

Note: The next tab is called Principal Certifier.

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

Capturing Principal Certifier selection

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

When is it anticipated that the construction work on the site will commence?

23. **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: The anticipated date that an occupation certificate will be sought will automatically populate a date that is 6 months from the day the application was created.

Submitting an Application to Appoint a Principal Certifier

Applicant

24. Enter the Principal Certifier details.



A search form with a dropdown menu on the left showing 'ACN' selected and a list of options: 'Select...', 'Company Name', 'Trading Name', 'ABN', and 'ACN'. To the right is a text input field and a 'Search' button.

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

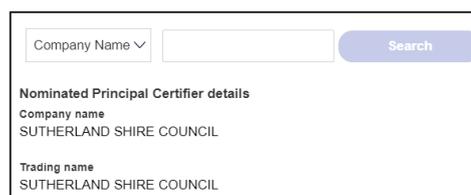
25. Enter the details in the space provided, then **click** Search.



A search form with a dropdown menu on the left showing 'Company Name' selected. The text input field contains 'Sutherland council' and a 'Search' button is to the right.

26. Click on the certifier from the list of options.

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



A search form with a dropdown menu on the left showing 'Company Name' selected. The text input field is empty and a 'Search' button is to the right. Below the search field, the following details are displayed:

Nominated Principal Certifier details
Company name
SUTHERLAND SHIRE COUNCIL
Trading name
SUTHERLAND SHIRE COUNCIL

27. Click Save and continue.

Save and continue

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



A progress bar with five steps: 1. Contact Details (checked), 2. Proposed development (checked), 3. Principal certifying authority (checked), 4. Requirements and uploads (active), and 5. Review And Submit.

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.

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

Upload

29. Click Save and continue.

Save and continue

Note: The final tab is Review And Submit.



Reviewing and submitting an application

30. 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 purpose of 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 advertisement purposes, and may be made available to the public.

31. Click Submit.

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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

To apply for a Complying Development Certificate (CDC) 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.

Creating a new application

1. Click New and **select** Complying Development Certificate from the dropdown list.



A screenshot of a dropdown menu. The menu is open, showing three options: 'New' (with a plus icon and a dropdown arrow), 'Complying Development Certificate' (highlighted with a red border), and 'Free Tree Voucher'.

To submit a CDC application, there are up to 6 steps that must be completed:

1. Applicant details.
2. Development details.
3. Registered practitioner details (class 2 developments only).
4. Certifier details.
5. Requirements and uploads.
6. Review and complete.

Capturing Applicant details

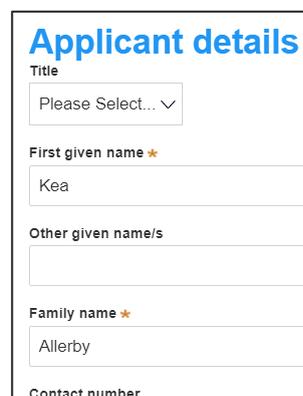
1. Applicant details 2. Development details 3. Certifier Details 4. Requirements and uploads 5. Review and complete

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

2. Enter the primary applicant's details.

Note: Your user profile name and contact email address will automatically populate in the applicant's details.

As you enter the applicant's address, it will be validated against the registered address database. Select an option from the list to proceed.



A screenshot of the 'Applicant details' form. The form has a title 'Applicant details' in blue. It contains several fields: 'Title' (a dropdown menu with 'Please Select...' and a downward arrow), 'First given name *' (a text input field with 'Kea'), 'Other given name/s' (a text input field), 'Family name *' (a text input field with 'Allerby'), and 'Contact number' (a text input field).

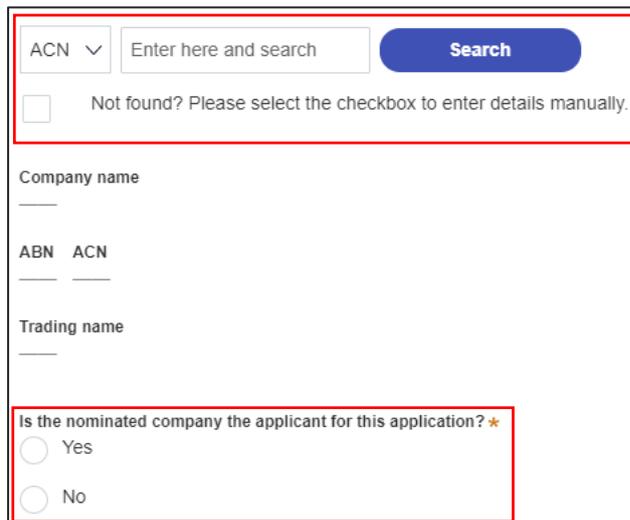
Submitting a Complying Development Certificate Application

Applicant

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

If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Indicate if the company is the nominated applicant for this application.



ACN ▾ Enter here and search Search

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

Trading name

Is the nominated company the applicant for this application? ★

Yes

No

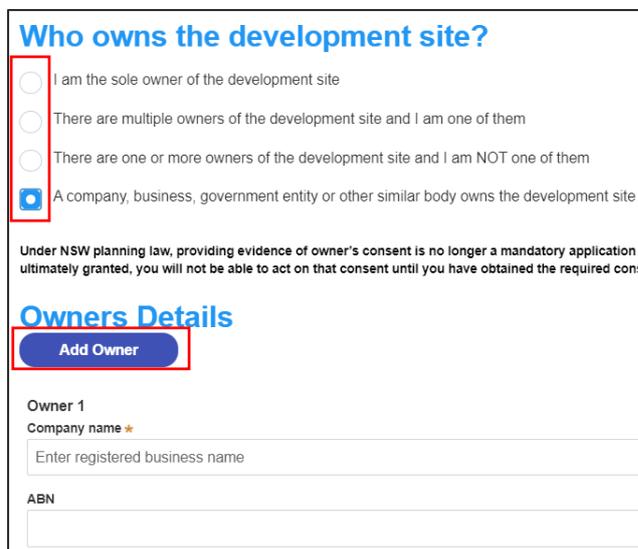
Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

4. **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 if ultimately granted, you will not be able to act on that consent until you have obtained the required consent.

Owners Details

Add Owner

Owner 1

Company name ★

Enter registered business name

ABN

Note: If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

You may be required to complete the declaration below to continue.

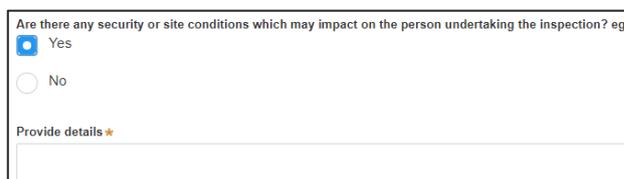
I declare that I have shown this document, including all attached drawings, to the owner(s) of the land, and that I have obtained their consent to submit this application.

Submitting a Complying Development Certificate Application

Applicant

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

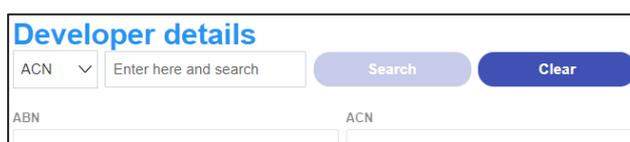
If Yes, you will be prompted to provide further details.



6. **Indicate** if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.



7. To enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.



8. **Click** Save and continue.

Save and continue

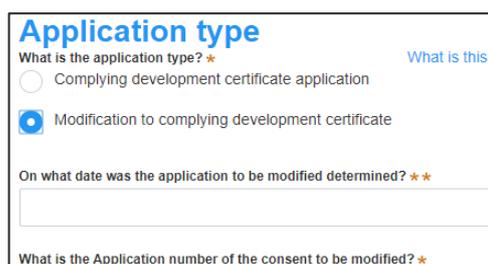
Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed.

Capturing Development details



1. **Select** the application type.

If modification is selected, you will be prompted to enter details of the previous consent and proposed modification.

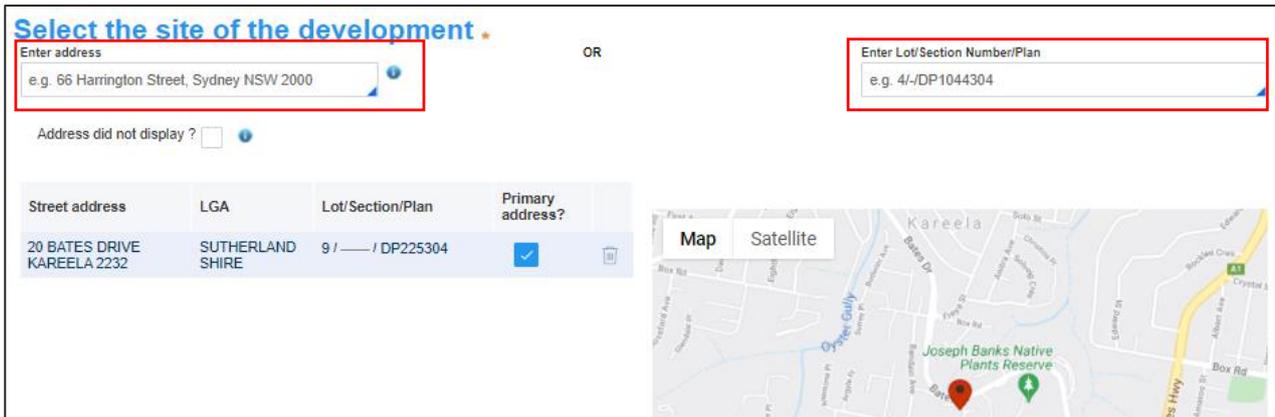


Submitting a Complying Development Certificate Application

Applicant

9. **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.



Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / - / DP225304	<input checked="" type="checkbox"/>

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.

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

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



Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / - / DP225304	<input type="checkbox"/>

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



Summary of planning controls	
Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

12. **Select** the proposed development type(s) from the list.



Dwelling house
 Secondary dwelling
 Attached development

Note: There is a [What is this?](#) hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

Submitting a Complying Development Certificate Application

Applicant

13. Enter a detailed description of the development that you are proposing.

Please provide a detailed description of the development*
For example: Demolition of existing buildings, construction of a single

Please provide a detailed description of the proposed mod

14. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.

Is this application the direct result of a matter declared by the government to be an emergency and/or a natural disaster (for example, an application for re-building)

Yes

No

15. Enter the estimated area of bonded asbestos removal in square metres.

Estimate of the area (if any) in square meters of bonded asbestos material

0

16. Enter the estimated cost of work / development including GST as a plain numerical value (no dollar sign).

What is the estimated cost of work / development, including GST? *

17. Select the lot type.

What is the lot type? *

Corner lot

Parallel road lot

Battle-axe lot

Standard lot

18. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number in the space provided.

Click Add to enter additional BASIX certificate numbers.

BASIX certificate [What is this?](#)

Do you have one or more BASIX certificates? *

Yes

No

Enter in the BASIX certificate number *

Note: A BASIX certificate is only required for certain residential developments. If this question appears on your application, **click** the [What is this?](#) tool tip to find out more.

Submitting a Complying Development Certificate Application

Applicant

19. Indicate if you have already obtained a 10.7 Planning Certificate.

If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

10.7 Certificate

Have you already obtained a 10.7 certificate? *

Yes

No

Would you like to start a Planning Certificate 10.7 application? *

Yes

No

Note: If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

20. Indicate if approval under s68 of the Local Government Act 1993 is required.

If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Government

Is approval under s68 of the Local Government Act 1993 required? * [What is this](#)

Yes

No

Have you already applied for approval under s68 of the Local Government Act? *

Yes

No

Would you like to apply for approval under s68 of the Local Government Act? *

Yes

No

Note: If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

21. Click Save and continue.

Save and continue

Capturing Registered practitioner details

1. Applicant details 2. Development details 3. Registered practitioner details 4. Certifier Details 5. Requirements and uploads 6. Review and complete

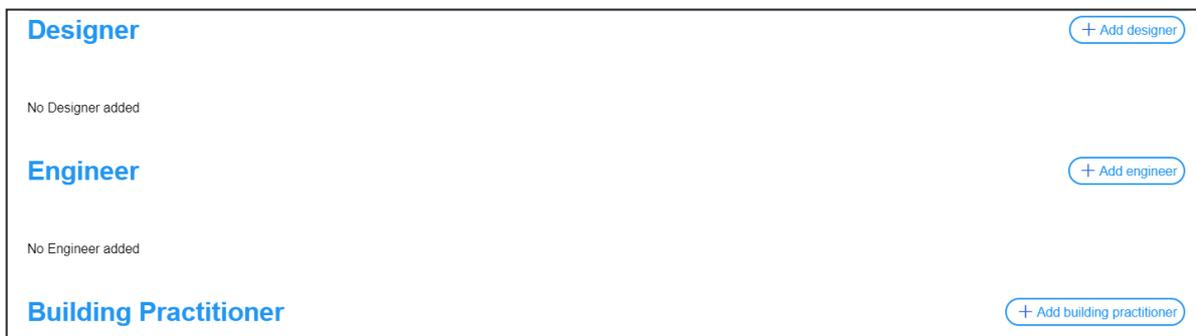
Submitting a Complying Development Certificate Application

Applicant

Registered practitioner details can be captured where all or part of the development falls within Class 2 of the Building Code of Australia. Selecting one of the following development types will trigger the registered practitioner details screen;

- Dual Occupany
- Alterations and additional to residential developments
- Manor houses

22. To add registered practitioner details to the application, click the corresponding + Add button and enter the details.



Designer + Add designer
No Designer added

Engineer + Add engineer
No Engineer added

Building Practitioner + Add building practitioner

23. Click Save and continue.

Save and continue

Capturing Certifier details



1. Applicant details 2. Development details 3. Registered practitioner details 4. Certifier Details 5. Requirements and uploads 6. Review and complete

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

24. Enter the Principal Certifier details by;

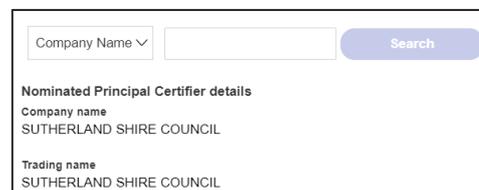
- Selecting** an operator to search by from the list
- Enter** your search term in the space provided then **click** Search
- Click** on the certifier from the list of options.



ACN Search
Select...
Company Name
Trading Name
ABN
ACN



Company Name Search



Company Name

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.

Submitting a Complying Development Certificate Application

Applicant

25. Click Save and continue.

Save and continue

Capturing Requirements and uploads

Progress bar showing steps: 1. Applicant details, 2. Development details, 3. Certifier Details, 4. Requirements and uploads (highlighted), 5. Review and complete

26. 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.

27. Click Save and continue.

Save and continue

Reviewing and submitting

Progress bar showing steps: 1. Applicant details, 2. Development details, 3. Certifier Details, 4. Requirements and uploads, 5. Review and complete (highlighted)

28. **Complete** the declarations and **click** Submit CDC Application.

Submit your application.
Declarations *

- 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 purposes of the assessment and determination of this 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 for inspection.
- I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act).

Previous Save and exit **Submit CDC Application**

Note: You can Save and exit your application or move to Previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

End of steps

What Happens Next?

If you have initiated a related application such as a 10.7 Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work.

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.

To access the NSW Planning Portal digital services, you will need an account. This guide outlines each step of the registration process.

Applicants who represent a larger consultancy firm or developer may find it beneficial to create and then register an account using a generic / shared email address. This will allow for greater transparency and visibility of applications submitted through the NSW Planning Portal for your organisation.

If you register using a shared email address, to mitigate security concerns, consider changing the password for this account when someone with access leaves the company.

1. **Click** on the link. <https://www.planningportal.nsw.gov.au/>
2. **Select** My Account in the top right-hand corner to be directed to the login page.
3. **Click** the Create account link to start the registration process.
4. **Select** the type of user you are registering.
 - If you are unsure you can hover over the information icon to view the account type descriptions.

Note: Selecting the user type will define the registration information you must provide and the type of user access that can be applied to your account. Following the selection of the user type, the create account area will open.

All account types

Follow the below steps when creating any account type including those mentioned above.

Enter the email address for the account.

Note: This will be your username and any system-generated notifications will be sent to this email address.

Enter and confirm your password (which must contain the following):

Passwords must:

- Be at least eight characters long
- Have a maximum of 16 characters
- NOT contain parts of the email address that exceeds two consecutive characters
- Use uppercase letters (A through Z), lowercase letters (a through z), numbers (0 through 9), and the following non-alphabetic characters: ~! @ # \$ % ^ & * () _ + - = { } [] | \ ; : " ' < > ? , . /

Enter the account name and contact number (work number is preferred).

Agree to the Terms and Conditions by **selecting** the tick box. You may also review the privacy notice at this point.

Verify you're not a robot, and correctly complete a question such as 'Select all images with crosswalks' to proceed.

Click the Create account button.

You will be sent a system-generated email to your registered email account to verify your account. Once you receive this email you have 24 hours to click on the link to verify your account.

Note: Your NSW Planning Portal account will not be created until you have successfully verified your registration. After verifying your account, you will receive a system-generated confirmation email to your registered email address.

Accessing your council or agency dashboard

Contact your council or agency admin account holder who can provide you with access to your organisation's dashboard.

You are now able to log into your dashboard. Enter the registered email address and password for this account.

Note: Use the Forgot password hyperlink and follow the prompts to reset or change your password at any time.

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 – www.planningportal.nsw.gov.au/help/frequently-asked-questions
 - Contact ServiceNSW on 1300 306 695
-



**CENTRAL DARLING
SHIRE COUNCIL**

PO Box 165
WILCANNIA NSW 2836

council@centraldarling.nsw.gov.au

www.centraldarling.nsw.gov.au

ABN: 65 061 502 439

Phone 08 8083 8900
Fax 08 8091 5994

Administration Office
21 Reid Street
WILCANNIA NSW 2836