

# 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 *How to Register for an Account* quick reference guide.

## Getting started

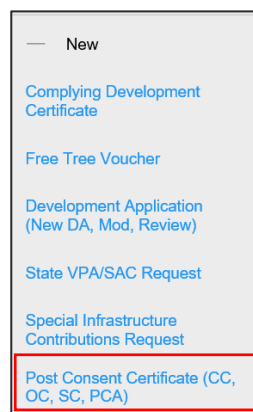
You can apply for a construction certificate via the NSW Planning Portal using two different methods.

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

Follow the instructions below for your required method.

## Initiating an application

1. Log in to the NSW Planning Portal and
  - For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA) from the New menu top left of the screen, OR
  - **Locate** and **open** the DA or CDC application and **select** Request certificate.



**Note:** You may request a certificate when the DA is lodged or determined by council. Pending lodgement DAs will not have a Request certificate option.

2. **Select** the certificate type Construction Certificate.



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3. **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

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

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

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

Yes

No

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)

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 (required for DA only).

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

Was the DA applied for via the NSW Planning Portal?

Yes

No

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 SC application.

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

Enter address

Enter Lot/Section Number/Plan

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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 under the Planning controls affecting the property heading.

**Planning controls affecting property**  
▼ 2 BELMONT STREET SUTHERLAND 2232

**Summary of planning controls**

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m <sup>2</sup>
Heritage	NA
Local Provisions	Minimum Landscape Area

10. Click Next.

Next

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

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

## Capturing Contact Details

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

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

- Title
- 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. 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 newda@yopmail.com

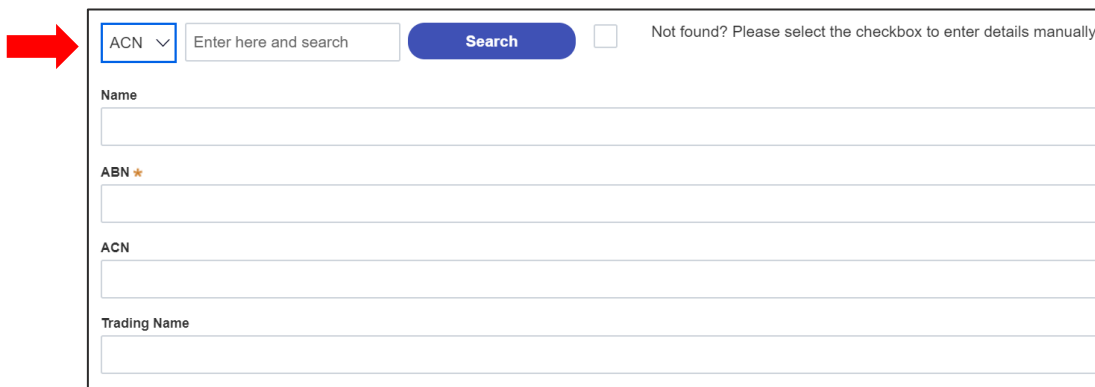
Address 2 BELMONT STREET SUTHERLAND 2232

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

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

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



## 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.

13. **Click** Copy applicant details or **enter** the owner details in the corresponding fields.

Copy applicant details

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

Owner 1  
 Owner Builder?

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

Add Owner

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16. **Complete** the declaration.

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

17. **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)

18. **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

19. **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 a construction certificate being issued.

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

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

Yes

No

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

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21. 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 \*

22. Click Save and continue.



## Capturing Proposed development details

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

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

23. 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?](#)

24. Select the Class(es) of development under the Building Code of Australia.

Class of development \*

The development comprises the following Building Code of Australia classes:

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

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

Class 2 [What is this?](#)

Class 3 [What is this?](#)

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25. 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.

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

Please provide the estimated cost of the development?

27. Enter the total land area in sqm.

Land area (sqm) \*

500

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

What is the current gross floor area?

100

29. Enter the gross floor area of the new development when completed.

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

120

30. 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

31. 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

32. 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

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33. **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

34. **Enter** the height of the development.

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

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

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

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

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

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

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

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

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

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

Number of proposed lots	1
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40. **Indicate** the materials to be used in the construction process, by selecting the checkboxes next to the relevant materials.



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### 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)

**41. Indicate** if you are proposing to carry out alterations or modifications to existing relevant fire safety systems.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?

Yes

No

**Note:** If you select Yes for alterations or modifications, you will be required to provide further information, for example, if you change the location of an access panel.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? \*

Yes

No

Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	Change location
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

**42. Indicate** whether fire safety measures will be installed to the building.

Are proposed fire safety measures to be installed in the building?

Yes

No

**Note:** If you select Yes, you will be required to provide further information, for example, if you change the location of an access panel.

Are proposed fire safety measures to be installed in the building? \*

Yes

No

Fire Safety Measure	Is this measure installed in the building?	Please enter proposed standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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43. Click Save and continue.

Save and continue

## Principal Certifier selection

The next tab is Principal certifying authority.

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

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

Principal Certifier

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

45. Click Save and continue.

Save and continue

## Uploading documentation

The next tab is the Requirements and uploads section. There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

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

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

The final tab is the Review And Submit section.



48. After reviewing all the information provided on the application, **complete** the declarations to submit the application.

### Applicant declaration

I declare that all the information in the application and check

I agree to the appropriately delegated assessment officers at

I/we own the subject land, consent to this application and con

application. I accept that all communication regarding this ap

authorisation of the relevant statutory authority.

I have read and agree to the collection and use of my person

I declare that all works that are the subject of the relevant co

satisfied.

[Privacy Notice](#)

Note: It is an offence under Section 10.6 of the Environmental Planning a

Once you submit this application, it will sent to the nominated certifi

49. **Click** Submit.



End of steps

## If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.