

# 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 the *Registering for a NSW Planning Portal Account* quick reference guide.

## Getting Started

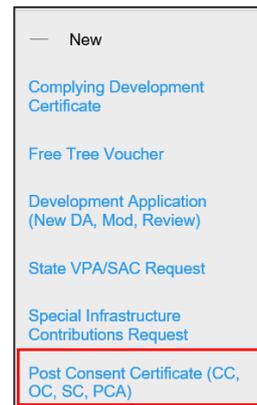
You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods

- 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.

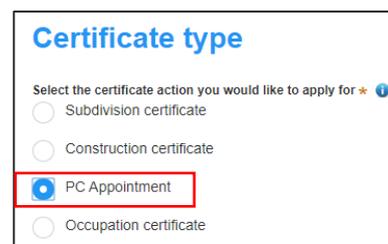
## Initiating an application

1. Log in to the NSW Planning Portal and
  - 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 can 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 PC Appointment.



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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

**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** 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)

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

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

6. **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

7. **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

8. **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

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"/>

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### 9. Click Next.

Next

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

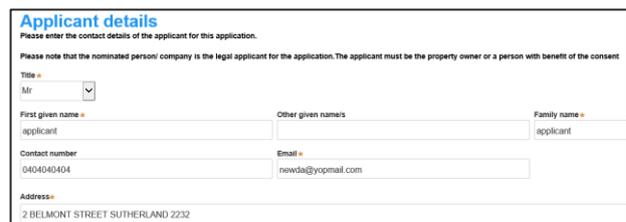
1. Contact Details    2. Proposed development    3. Principal Certifier    4. Requirements and uploads    5. Review And Submit

## 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.

### 10. 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)



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

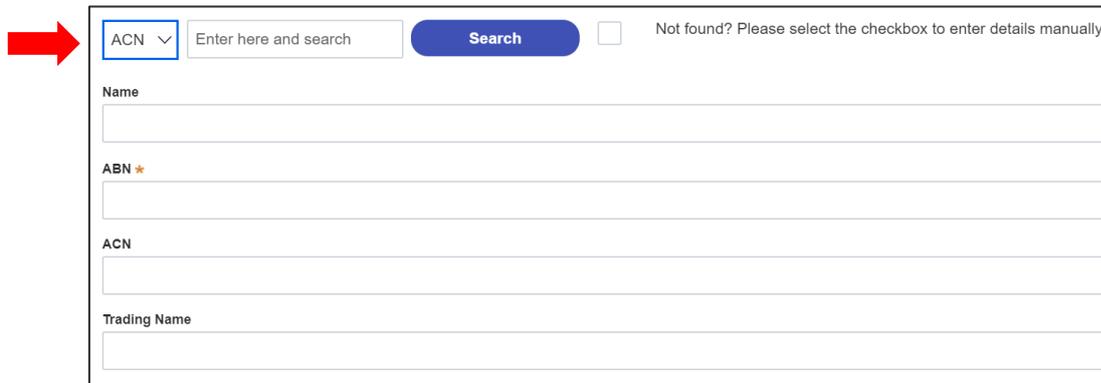
If you answered Yes,

- **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.

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ACN ▾ Enter here and search   Not found? Please select the checkbox to enter details manually.

Name

ABN \*

ACN

Trading Name

**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.

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

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

Owner 1  
 Owner Builder?

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

15. **Complete** the declaration.

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

16. **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)

17. **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.

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### 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

18. **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.

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 \*

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

Contact number  Email \*

Mobile number preferred

Billing address \*

20. **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

21. **Select** the type of development or if complete, continue to the next step.

Type of development\*

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

22. **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:

<input type="checkbox"/> Class 1a	<a href="#">What is this?</a>
<input type="checkbox"/> Class 1b	<a href="#">What is this?</a>
<input type="checkbox"/> Class 2	<a href="#">What is this?</a>
<input type="checkbox"/> Class 3	<a href="#">What is this?</a>

23. **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.

24. **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?

25. **Click** Save and continue.

Save and continue

**Note:** The next tab is Principal certifying authority details.

<input checked="" type="checkbox"/> 1. Contact Details	<input checked="" type="checkbox"/> 2. Proposed development	<b>3. Principal Certifier</b>	<input type="checkbox"/> 4. Requirements and uploads	<input type="checkbox"/> 5. Review And Submit
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## Capturing Principal Certifier selection

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

**Nominated Principal certifier details**

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

27. You can select 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?

28. You can select 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?

**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.

29. 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

## 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.

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

Upload

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31. Click Save and continue.

Save and continue

**Note:** The final tab is Review And Submit.



## Reviewing and submitting an application

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

Declarations \*

Applicant declaration

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection

Owner's declaration

I live own the subject land, consent to this application and consent to the certifier entering the premises during normal application. I accept that all communication regarding this application will be through the nominated applicant. In the authorisation of the relevant statutory authority.

[Privacy Notice](#)

33. 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.