

# Decommissioning of Electronic Housing Code

## Frequently Asked Questions

June 2017

### What is the Electronic Housing Code (EHC)?

- The Electronic Housing Code (EHC) ([www.ehc.nsw.gov.au](http://www.ehc.nsw.gov.au)) is a website that provides online lodgement services for complying development certificate (CDC) applications to industry professionals and the public.
- It also allows users to investigate whether they need planning permission to build or renovate.
- The EHC is one of the planning tools available through the NSW Planning Portal ([www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au)), and it is supported by OneGov.

### Why is the EHC being decommissioned?

- The EHC helps users to understand and interpret development standards for exempt and complying development assessed under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. With the release of the simplified Housing Code in mid-July 2017, the information being provided will be inaccurate and the system would need to be re-developed.
- The [NSW Planning Portal](#) is being enhanced to provide additional tools and services, with the next major release of functionality including investigation and online lodgement services.
- When online lodgement services are available, they will expand upon the functionality of the EHC.
- As a result of these two Department initiatives, the EHC will be decommissioned on the 23<sup>rd</sup> June 2017.

### When will the EHC be decommissioned?

- No investigations or new applications can be submitted or lodged through the Electronic Housing Code from 23<sup>rd</sup> June 2017.
- Applications submitted through the EHC can continue to be determined and updated until 9pm on the 14<sup>th</sup> July 2017.
- The user dashboards will be able to be accessed until 9pm on the 14<sup>th</sup> July 2017 so users can download and save investigation reports or application information for future reference.
- On the 15<sup>th</sup> July 2017 you will be unable to access the EHC, the determined application data will be transferred to the Planning Portal and system redirects will be in place.

### Once the EHC has been decommissioned, where do I find out basic property information?

- You are able to view basic property information such as the Lot/Plan number, relevant local government area, land zoning, height of building, and links to the relevant State Environmental Planning Policies, Development Control Plans and Contributions Plans through the [Find a Property](#) search in the NSW Planning Portal.

### What happens to applications currently under assessment on the EHC?

- Applications currently under assessment will need to be determined within the EHC by 9pm 14<sup>th</sup> July 2017.
- If this is not possible, the applicant will need to be informed and the application processed outside of the system. This will include downloading the application form and associated documentation.

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### Where can I apply for a complying development certificate after 23<sup>rd</sup> June 2017?

- You can lodge an application with an [accredited certifier](#) or with the relevant [council](#).
- When online lodgement services are available via the NSW Planning Portal in your local government area, you can [lodge online](#).

### How can I ensure that no application information is lost?

- You will need to manually transfer application information to your local system prior to 9pm on the 14th July 2017.

### How do I download documents from the EHC?

1. Login to the EHC at <http://www.onegov.nsw.gov.au/new/agencies/ehc>.
2. It will open at the 'Manage My Applications' screen. Identify the relevant application.
3. In the blue table under Status, select 'Attachments' from the drop-down list and click 'GO'.
4. A new screen will pop up. All attachments will be listed in the 'File Name' column.
5. Click on the hyperlinked file name.
6. A save screen will pop up, allowing you to save the documents to your preferred location on your computer or network.
7. Select the relevant location on your local system and select 'save'.
8. Repeat steps 5 to 7 until all application documents and/or generated reports have been downloaded.

Follow the same process for each unique application, as required.

### How can councils and private certifiers ensure that no application information is lost?

- Staff need to manually transfer application information to their local system by 9pm on the 14<sup>th</sup> July 2017.
- Staff should ensure that documents are stored locally and a backup of all system records is done prior to decommissioning.
- The Department will be receiving a copy of the application information within the EHC prior to the decommissioning of the tool. This will be stored within the Planning Portal.

### Will councils need to continue the daily EHC data extract?

- No. The last daily data extract will be received on the 22<sup>nd</sup> June 2017.

### Where can I find out more?

- For more information about the decommissioning of the EHC, email ePlanning at [eplanning@planning.nsw.gov.au](mailto:eplanning@planning.nsw.gov.au).