

How to declare As-Builts (final set)

Under the *Design and Building Practitioners Regulations 2021*, the building practitioner is required to complete a building compliance declaration prior to the application of an occupation certificate on the NSW Planning Portal (the portal).

The Building Compliance Declaration can be found on the Intent to Seek Occupation Certification (ITSOC) case and is part of the declare as-builts process.

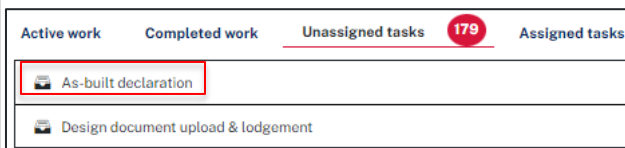
The building practitioner should only complete the declaration if there are no further planned changes expected to the set of regulated designs in the document repository. The declare As-Built process and the Building Compliance Declaration can only be completed by the nominated registered building practitioner.

The building practitioner will be able to review the documents stored on the building work case before completing the declaration.

For subsequent occupation certificates, the building compliance declaration must be completed for each instance of the ITSOC case. This is to ensure the building compliance declaration accurately reflects which of the regulated designs and design compliance declaration in the document repository relate to which occupation certificate.

Complete a building compliance declaration

1. From the practitioner dashboard, **click** the unassigned tasks heading, then **click** the As-built declaration folder.



Note: The nominated building practitioner will only see the As-built declaration folder, if the issued for construction documents have been previously uploaded and lodged, and the Developer has submitted the Expected Completion Notice to NSW Fair Trading.

Previously accessed cases will be available on the active work tab.

2. **Click** on the ITSOC case reference number.



Intention to Seek Occupation Certificate Building Practitioner (Practitioner account)

3. Select the user from the list to assign the case to the building practitioner.	Assign Case To : * Ingrid Castaneda Ingrid Castaneda reg prc Ingrid Castaneda Practitioner 1 Thamarai test Cancel
4. Click submit.	Submit

Note: The screen will display the ITSOC details.

Case details	Documents	Building Work Details	Additional information Summary	Related cases	Action summary
Expected completion notice Please indicate which construction certificate is associated to this Expected Completion Notice (tick all that apply). * ☒ CFT-20745 Is the expected completion notice less than 6 months from the current date? No Expected completion date 24/11/2023					
5. Click declare As-Built (final set).	Actions Refresh Re-assign Declare As-Built (Final set)				
6. Indicate if the building work has complied with the requirements of the Building Code of Australia and steps taken to ensure compliance.	Has the building work complied with the requirements of the Building Code ☐ Yes ☐ No Please set out the steps taken to ensure compliance. *				
7. Indicate if the design was prepared by a registered design practitioner.	Has the design been prepared by a registered design practitioner ☐ Yes ☐ No				
8. Indicate if a design compliance declaration has been obtained in relation to the regulated designs used for the building work.	Has a design compliance declaration been obtained in relation to regulated designs ☐ Yes ☐ No				

Intention to Seek Occupation Certificate Building Practitioner (Practitioner account)

9. Indicate if a registered principal design practitioner was appointed in relation to the building work.	Was a registered principal design practitioner appointed in relation to the building work? Declaration. * ☐ Yes ☐ No									
a) If yes, indicate if a principal compliance declaration has been obtained in relation to the regulated designs and design compliance declarations relating to the building work.	Has a principal compliance declaration been obtained in relation to the regulated designs ☐ Yes ☐ No									
10. Click upload to upload the relevant documentation.	Upload									
11. Click select file(s) or drag and drop file(s) in the space provided.	Attach Documents ✕  Drag and drop files here or Select file(s) Cancel Attach									
12. Categorise each document and then click attach.	or Select file(s) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 85%;">Category</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Select..</td> <td style="text-align: center;">✕</td> </tr> <tr> <td></td> <td style="text-align: center;">Select..</td> <td style="text-align: center;">✕</td> </tr> </tbody> </table> Attach		Category			Select..	✕		Select..	✕
	Category									
	Select..	✕								
	Select..	✕								
13. Complete the checklist.	☐ Select all ☐ Copy of each design compliance declaration given under section 9(3)(b) of the A ☐ Copy of each design compliance declaration obtained under section 20(3) of the ☐ Copy of the fire safety certificate obtained under section 85 of the Environment									
14. Click submit.	Submit									

Once the As-Built declaration has been completed, the regulated designs will be tagged with As-built and the ITSOC case reference, to indicate which documents the declaration is made against.

The completed Building Compliance Declaration can be downloaded from the regulated designs tab as a PDF.

Case details Documents Building Work Details Additional information Su		
Regulated designs Developer Development Details Practitioners		
Select tags ▼ Select Folder ▼ Filter Clear Filter		
Folder name ⌵	Document type ⌵	File name
Architectural	Building enclosure	Building enclosure.docx IFC As-built CFT-20745 ITSOC-2023-1850
Architectural	Building services	Building services.docx IFC As-built CFT-20745 ITSOC-2023-1850
Civil	Civil works	Civil works.docx IFC variations As-built CFT-20745 ITSOC-2023-1850
Architectural	Load bearing	Elevations.docx IFC As-built CFT-20745 ITSOC-2023-1850
	Lodgement details	Lodgement details_1680257280.pdf
	Lodgement details	Lodgement details_1680251942.pdf
	Building compliance declaration	Building compliance declaration ITSOC-2023-1850.pdf

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.