

How to submit a complying development certificate application for a pattern book design

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Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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How to submit a complying development certificate application for a pattern book design

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Introduction

The [NSW Housing Pattern Book](#) provides a collection of high-quality and flexible designs for low and mid-rise developments. These designs are adaptable to different sites, meet planning and sustainability standards, and are ready to support your fast-tracked planning application.

Projects that use a pattern book design may be able to access a complying development pathway and reduce assessment approval time by up to 50%.

The patterns can be used across NSW where these low- and mid-rise housing types are already permitted with consent. This includes areas where the recent Low- and Mid-Rise Housing Policy and Transport Oriented Development (TOD) reforms apply.

Each design will come with a set of architectural drawings and instructions for customising the pattern to your sites and preferences. Confirm with your local council if there are additional requirements for your planning application.

 **Note:** Before submitting your application, an architect or building designer must prepare and sign a verification statement that confirms the submission complies with the NSW Housing Pattern Book requirements.

You will need to upload this 'Design Verification Statement' to your application.

This guide outlines steps on how to submit a complying development certificate application using a pattern book design via the NSW Planning Portal (the Portal). Please view the *How to submit a complying development certificate application* step-by-step guide on the [NSW Planning Portal Support Hub](#) for assistance with applications that do not include a pattern book design.

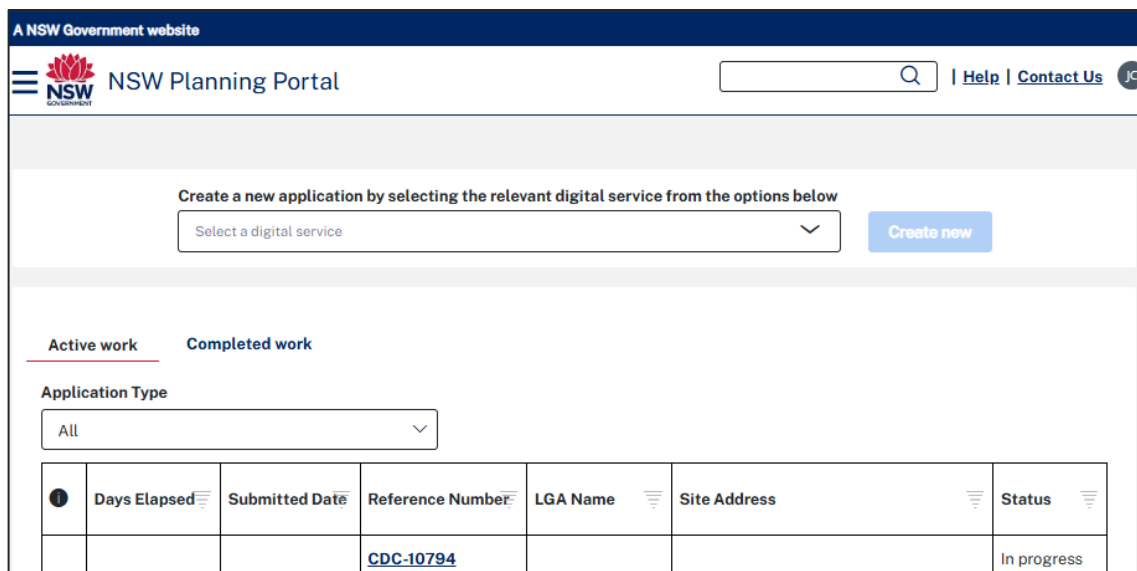
 **Note:** You will need a NSW Planning Portal account to create and submit your application. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

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

Step 1: Initiate an application

1. Log in to the NSW Planning Portal to display your dashboard.



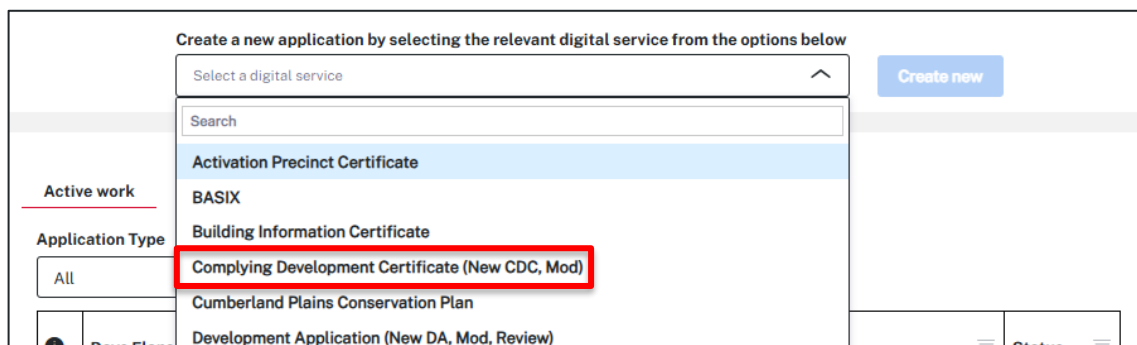
The screenshot shows the NSW Planning Portal dashboard. At the top, there's a header with the NSW Government logo and the text 'NSW Planning Portal'. Below the header, there's a section titled 'Create a new application by selecting the relevant digital service from the options below'. This section contains a dropdown menu labeled 'Select a digital service' and a 'Create new' button. Below this, there's a section for 'Active work' and 'Completed work'. Under 'Active work', there's an 'Application Type' dropdown menu set to 'All'. Below the dropdown, there's a table with columns: Days Elapsed, Submitted Date, Reference Number, LGA Name, Site Address, and Status. The first row in the table shows 'CDC-10794' under the Reference Number column and 'In progress' under the Status column.

2. Click on the 'Create a new application.....' drop-down arrow.



This close-up shows the 'Create a new application by selecting the relevant digital service from the options below' section. The dropdown menu labeled 'Select a digital service' is open, and a red box highlights the downward-pointing arrow on the right side of the dropdown.

3. Select 'Complying Development Certificate' from the list of options.



This close-up shows the dropdown menu options. The options listed are: Activation Precinct Certificate, BASIX, Building Information Certificate, Complying Development Certificate (New CDC, Mod), Cumberland Plains Conservation Plan, and Development Application (New DA, Mod, Review). A red box highlights the 'Complying Development Certificate (New CDC, Mod)' option.

4. Click 'Create new'.



The screenshot shows a web interface for creating a new application. At the top, there is a heading 'Create a new application by selecting the relevant digital service from the options below'. Below this heading is a dropdown menu with the text 'Complying Development Certificate (New CDC, Mod)' and a downward arrow. To the right of the dropdown menu is a red button with the text 'Create new' in white. The entire interface is enclosed in a light blue border.

A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

 **Tip:** The system assigns a unique reference number to the application with the prefix CDC. This number displays at the top of each screen and is included in all system-generated correspondence.



5. Verify (and edit, if needed) the applicant details.

Applicant details

Title

Please Select... ▾

First given name *

John

Other given name/s

Family name *

Citizen

Contact number

0412345678

Email *

john.citizen@youmail.com ⓘ

 **Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields. These fields may be edited as required.

The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all system generated emails.

Indicate if you are applying on behalf of a business or company.

Are you applying on behalf of a business or company?*

☒ Yes

☐ No

If you select 'Yes',

- Select either 'ACN', 'ABN', or 'Name' from the drop-down list.
- Enter the ACN, ABN or business / company name in the search field.
- Click 'Search'.
- Select a result from the list provided.

ACN ▾ Enter here and search Search

Name
--

ABN ACN
-- --

Trading name
--

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

Is the nominated business or company the applicant for this application?*

☐ Yes

☐ No

7. Identify the owner/s of the development site.

Owner/s details

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

 **Note:** If you are the sole owner, you do not need to provide any further information.

If there are multiple owners and you are one of them, select the appropriate button and click 'Add Owner' to enter the details for each owner. Your information will be automatically populated as Owner 1.

Add Owner

Owner 1 ☐ Owner builder? Title Please Select... ▾ First given name* John Other given name/s Family name* Citizen Contact number 0412345678 Email* john.citizen@youmail.com ⓘ Address* 1 SHEPHERD STREET COLYTON 2760 ⓘ Delete	Owner 2 ☐ Owner builder? Title Please Select... ▾ First given name* Other given name/s Family name* Contact number Mobile phone number preferred. Format: xxxxxxxxxx Email* ⓘ Address* ⓘ Delete
---	---

If you are not one of the owners, you must populate the contact information for all owners. You can add as many additional owners as required by clicking 'Add Owner'.

Add Owner

Owner 1 ☐ Owner builder? Title Please Select... ▾ First given name* John Other given name/s Family name* Citizen Contact number 0412345678 Email* john.citizen@youmail.com ⓘ Address* 1 SHEPHERD STREET COLYTON 2760 ⓘ Delete	Owner 2 ☐ Owner builder? Title Please Select... ▾ First given name* Other given name/s Family name* Contact number Mobile phone number preferred. Format: xxxxxxxxxx Email* ⓘ Address* ⓘ Delete
---	--

Select 'Delete' to remove an owner entered in error.

If a company or business owns the development site, enter the company name and ABN.

Owners Details
Add Owner
Owner 1
Company name*

ABN

Select the 'checkbox' to confirm that you have the owner's consent to submit the application.

☐ I have obtained the consent of the owner(s) of the land to submit this application
Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.

8. Select who will be doing the building work.

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)

 **Note:** If builder details are currently unknown, you have the option to notify your certifier later. Please ensure all builder information is provided before commencing work.

If 'Licensed Builder' is selected:

Indicate whether the builder or principal contractor is an individual or a company, business, government entity or other similar body.

Builder or Principal contractor details
Builder 1
Select the option that is applicable*
☐ Individual
☒ A company, business, government entity or other similar body

Enter the relevant contact details.

- Select either 'ACN', 'ABN', or 'Name' from the drop-down list.
- Enter the ACN, ABN or business / company name in the search field.
- Click 'Search'.
- Select a result from the list provided.

ACN

Enter here and search

Search

Name
--

ABN ACN
-- --

Trading name
--

If 'Owner builder' is selected:

Enter the licence or permit number.

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

9. Indicate whether there are any security or site conditions which may impact the person undertaking the inspection.

Site access
Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc. *
☐ Yes
☐ No

If you select 'Yes', you will be prompted to enter further details.

10. Indicate whether the fee payment will be made by an individual, company, business, government entity, or other similar body.

Select the option that is applicable : *
☐ Individual
☐ A company, business, government entity or other similar body

Enter the relevant details in the fields provided.

11. Enter the developer details, if known/relevant. You can search to locate the company or business by using a keyword. Select a search option from the drop-down menu.

Developer details

ACN

Enter here and search

Search

Clear

12. Click 'Save and continue' to progress to the next step.

Cancel

Save and exit

Save and continue

 **Note:** You can also click 'Cancel' to exit without saving, or 'Save and exit' to save all information entered so far and return to your dashboard. 'Save and exit' will work only if all mandatory fields have been completed.

Step 3: Enter development details



13. Select the application type.

Application type
What is the application type? [What is this?](#)

☐ Complying development certificate application

☐ Modification to complying development certificate

 **Note:** If you select 'Modification to complying development certificate', you will be required to provide additional details. This includes previous consent information, a description of the proposed modification, and whether the original CDC application was submitted through the Portal.

☐ Complying development certificate application

☒ Modification to complying development certificate

On what date was the application to be modified determined? *

Provide a description of the proposed modification *

Please provide a detailed description including any secondary development types (maximum 512 characters)

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

☐ Yes

☐ No

14. Indicate whether you are using a NSW Housing Pattern Book design.

NSW Housing Pattern Book

The [NSW Housing Pattern Book](#) offers a collection of high-quality low and mid-rise housing designs to suit sites across NSW. By using a pattern book design, you may be able to access a new fast-track assessment pathway, reducing approval time by up to 50%.

Refer to your completed NSW Housing Design Verification Statement to answer the following questions.

Are you using a NSW Housing Pattern Book design for your development? *

☐ Yes

☐ No

If you select 'Yes', you will be prompted to enter your unique Pattern Identification Number.

What is your unique Pattern Identification Number? *

Your unique Pattern Identification can be found in the in the NSW Housing Design Verification Statement and confirmation email you received with your pattern download. For example, 1111-SD01, 1234-MH01, 1432-TH04001, 1324-RH01001.

15. Enter the site address of your development or Lot/Section number/Plan.

As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. Select the correct address or lot/section/plan number from the list.

Repeat as required until all development sites have been added.

Select the site of the development *

Start typing your address to select from the drop-down list:

e.g. 66 Harrington Street, Sydney NS

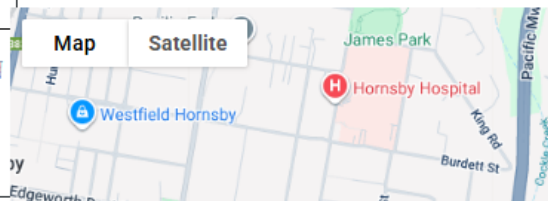
OR

Enter lot number / section number / plan number e.g. 4/5/DP1044304

e.g. 4/5/DP1044304

Address did not appear in the drop-down list above or lot number not found ☐

Street address	LGA	Lot/Section/Plan	Primary address?
48 EDGEWORTH DAVID AVENUE WAITARA 2077	HORNSBY	2/ — — / DP217326 ☐	☐



Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left and planning controls affecting the property below the address.

If the address does not display, select the 'Address did not display?' checkbox and enter the address and local government area/state agency manually in the added text fields.

Address did not appear in the drop-down list above or lot number not found ☒

Enter address or lot number / section number / plan number e.g. 4/5/DP1044304 *

Primary address or lot/DP? ☐

e.g. 66 Harrington Street, Sydney NSW 2000 or 4/5/DP1044304



Select the Local Government area or State Agency *

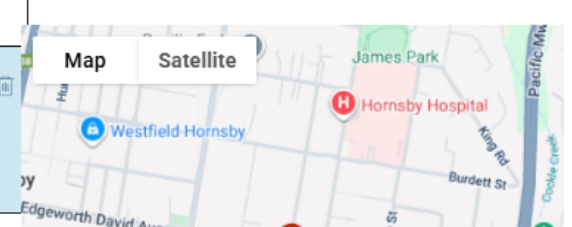
Local Government name or State Agency name

The manual address or lot number you have entered will be validated by the Consent Authority / Certifier at a future stage.

 **Tip:** To add an additional address, click on the + below the address.

16. Click the checkboxes to indicate the primary address for this application, the lot/section/plan number, and relevant lot(s) of the development. These fields are mandatory.

Street address	LGA	Lot/Section/Plan	Primary address?
48 EDGEWORTH DAVID AVENUE WAITARA 2077	HORNSBY	2/— / DP217326	☒



 **Tip:** To delete an address, click on the bin icon at the end of that row.

17. The planning controls affecting the property can be viewed by clicking on the arrow below the heading for planning controls.

Planning controls affecting property
 48 EDGEWORTH DAVID AVENUE WAITARA 2077

Summary of planning controls

Land Application LEP	Hornsby Local Environmental Plan 2013
Land Zoning	Area 1 E1: Local Centre
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.5:1

18. Select a common application type to define associated development categories.

Common Application Types

Please select at least one (1) common application type. * [What is this?](#)

If your application is specifically related to obtaining the approval to subdivide land, select the Subdivision option only.

- ☐ Advertising and signage
- ☒ Alterations or additions to an existing building or structure
- ☐ Change of use of land or a building or the classification of a building under the Building Code of Australia
- ☐ Demolition
- ☐ Erection of a new structure
- ☐ Hours of operation and trading
- ☐ Subdivision
- ☐ Temporary building, structure or use

Notes:

1. Development types are grouped under common application types. Once you select a common application type(s), the related development type(s) will appear, organised under development categories.
2. Some development types may appear under more than one common application type.
3. If you select 'Subdivision', you will be prompted to enter details about the proposed subdivision.

19. Click the arrow beside the development category to view the associated development types.

Select all development types that apply to your development.

Development type
Select the development type(s) within the category.

- > Agriculture
- > Commercial Development
- > Industrial Development
- > Infrastructure
- > Residential Accommodation

Supporting Development

☐ Supporting Development	What is this?
☐ Access ramp	What is this?
☐ Aerials, antennae and communication dishes	What is this?
☐ Air-conditioning units	What is this?
☐ Awnings, blinds and canopies	What is this?
☐ Balcony, deck, patio, terrace or verandah	What is this?
☐ Balcony, deck, patio, terrace or verandah (screened enclosures)	What is this?
☒ Barbecues and other outdoor cooking structures	What is this?
☐ Bollards	What is this?
☐ Cabanas, cubby houses, ferneries, garden sheds, gazebos and greenhouses	What is this?
☒ Carport	What is this?

 **Note:** Each development type includes a What is this? Hyperlink, which you can click to view a definition.

The development types you selected will display as a list.

Selected development types

The selected development types appear here as a summary and can be removed by clicking the 'bin' symbol next to each of the selected development type

- Secondary dwelling 
- Carport 
- Barbecues and other outdoor cooking structures 

 **Tip:** To delete a development type, click on the bin icon next to that development type.

20. Enter a detailed description of the proposed development.

Please provide a detailed description of the development*
For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping.

Please provide a detailed description including any secondary development types (maximum 512 characters)

Remaining: 512 characters

21. Indicate whether 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 a home destroyed by bushfire)

- ☐ Yes
☐ No

22. Enter the estimated area (if any) of bonded asbestos removal in square metres.

Estimate of the area (if any) in square meters of bonded asbestos material or friable asbestos material that will be disturbed, repaired or removed in the carrying out of the development (m2) *

23. Enter the estimated development cost, including GST, as a plain number. Do not include a dollar sign.

What is the estimated development cost, including GST? * [What is this?](#)

24. Select the lot type.

What is the lot type? * [What is this?](#)

- ☐ Corner lot
☐ Parallel road lot
☐ Battle-axe lot
☒ Standard lot

25. Indicate if you have a Pre-DA Assist Tool report.

If you select 'Yes', enter the Pre-DA Assist report number, and then click 'Check'.

 **Note:** The Pre-DA Assist Tool is currently only available for applications in the Parramatta and Georges River council areas, and only where a 'Dwelling House' has been selected as the development type.

26. Indicate whether you have one or more BASIX certificates.

BASIX certificate

Do you have one or more BASIX certificates? * [What is this?](#)

- ☐ Yes
☐ No

 **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.

If you select 'Yes', enter the BASIX certificate number/s and select 'Validate'.

Enter the BASIX certificate number(s) * ⓘ

Validated BASIX certificates will automatically upload to your application when submitted.



Add another BASIX Certificate

Validate

This will automatically upload the valid BASIX certificate/s onto the 'Documents' tab within your application. You will not need to upload the certificate/s on the 'Requirements and uploads' step of the application process.

💡 **Tip:** Additional BASIX certificate numbers may be entered by clicking the 'Add another BASIX Certificate' button.

To remove an incorrect certificate, click on the recycle bin beside the relevant field.

1373747



BASIX certificate 1373747 is not valid. To continue your application, delete this certificate or enter a valid certificate number.

Add another BASIX Certificate

Validate

📖 **Note:** When you click 'Validate' the system will confirm whether the certificate BASIX reference number you input is valid (green message), requires review by the nominated certifier (orange message), or is not valid (red message).

You will need to delete any invalid certificates, these have a red cross beside them, to be able to submit your application. You do this by clicking the recycling bin beside the relevant field/s.

If you have an address mismatch message (orange), the application can be submitted but the relevant BASIX certificate/s will not be visible on your 'Documents' tab until the nominated certifier has validated the reference number. If needed, you can download those BASIX certificates from the BASIX service.

These messages are displayed below:

Enter the BASIX certificate number(s) *

Validated BASIX certificates will automatically upload to your application when submitted.

1373791S



BASIX certificate 1373791S has been validated.

A1373747



BASIX certificate A1373747 does not match the address of this application. You will not be able to view the certificate in the application until it is verified and released by the consent authority.

1373747



BASIX certificate 1373747 is not valid. To continue your application, delete this certificate or enter a valid certificate number.

1373409M



BASIX certificate 1373409M was generated more than 3 months ago. To continue your application, delete this certificate or enter a certificate number generated in the last 3 months.

1373791S



BASIX certificate 1373791S has already been entered. To continue your application, delete this certificate or enter a valid certificate number.

27. Indicate whether you have already obtained a Section 10.7 Planning Certificate.

Section 10.7 Planning Certificate

Section 10.7 Planning Certificates provide background information on a property. This can be obtained from the NSW Planning Portal or the relevant Council.

Have you already obtained a Section 10.7 Planning Certificate?

☒ Yes

☐ No

If you select 'Yes', follow the application prompts and complete the required fields.

Note: If you have not already applied for a Section 10.7 Planning Certificate, you may be able to apply via the Portal, provided the relevant council has activated this service in the Portal. Otherwise, you will need to contact the council directly.

28. Indicate whether approval under section 68 of the *Local Government Act 1993* is required.

Section 68 of the Local Government Act

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

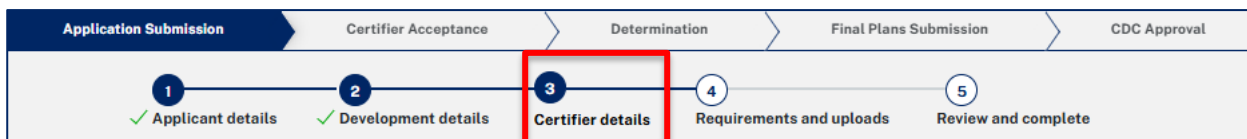
- ☒ Yes
☐ No

If you select 'Yes', follow the application prompts and complete the required fields.

 **Note:** To initiate a Section 68 application, the relevant council must have activated this service in the Portal. If so, a related Section 68 application will be created automatically after you submit your CDC application. You can access the draft application via the 'Related Cases' tab within the CDC application. If the council has not activated this service in the Portal, contact the council directly to apply.

29. Click 'Save and continue'.

Step 4: Enter nominated certifier details



30. Nominate the registered certifier to assess your application:

- Select either 'ACN', 'ABN', or 'Name' from the drop-down list.
- Enter the ACN, ABN or business / company name in the search field.
- Click 'Search'.
- Select a result from the list provided.

Registered certifier details
Select the certifying organisation you would like to assess your application. *

Select... ACN

ABN

ACN

Name

Their details will populate the required fields.

31. Indicate whether the principal certifier is the same as the registered certifier.

Principal certifier details

Is the principal certifier the same as the registered certifier? *

- ☐ Yes
☐ No

If you select 'Yes', go to step 33.

If you select 'No', use the search functionality to select the principal certifier.

32. Click 'Save and continue'.

Previous

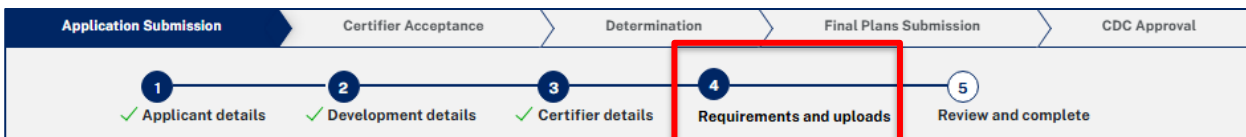
Save and exit

Save and continue

Step 5: Upload documents

There are certain documents that must be uploaded with your application. These are listed in the 'Required documents' table. Your certifier may also require additional documents to complete their assessment of your application. To avoid potential delays, we recommend contacting your nominated certifier to confirm all required documentation.

 **Note:** For a NSW Planning Pattern Book Design application, you must upload a 'Design Verification Statement'. When uploading this file, select the category 'Other Documents'.



33. Click 'Upload'.

Upload

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

Required documents

Document type		File name	Upload status
Architectural Plans *	What is this?		
Design verification statement *	What is this?		
Site Plan *	What is this?		

34. Click 'Select files (s)' or drag and drop your file(s) in the space provided.

- Click the 'Category' drop-down menu and select the appropriate category to correspond to each file. For the 'Design Verification Statement', select the category 'Other Documents'.
- Click 'Attach'.

 **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.

35. Click 'Save and continue'.

 **Note:** Based on the details provided in your application, if a housing and productivity contribution is identified for the development, a message will display alerting you that a contributions case has been created.

The system will automatically generate a subcase with a CON prefix. You will then be prompted to enter further details within the CON case, upon clicking 'Save and continue' on this screen.

CDC applications that do not require a housing and productivity contribution to be paid will proceed to Step 6, 'Review and submit'.

Entering housing and productivity contribution details

Certain residential, commercial, and industrial developments may be subject to a housing and productivity contribution (HPC) on approval of the Complying Development Certificate (CDC) application. The need for a contribution will be determined based on the location of the development site and the types of development types specified in your CDC application. This section of the guide outlines the steps to complete the applicant inputs for the contributions case.

 **Note:** While we encourage applicants to provide information on proposed development for contributions, if this information is not understood, or available, you may submit your application without completing any further details. The certifier responsible for assessing your CDC application will finalise the necessary inputs for the housing and productivity contributions. It is the certifier's responsibility to ensure that the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

1. Identify if a previous payment for contributions or a planning agreement applies.

Do any of the following apply: [What is this?](#)

- ☐ Previous payment made for state contributions
- ☐ State planning agreement applies to the development

 **Note:** Previous arrangements may impact contributions for a new development. Evidence will be necessary and can be uploaded. Each selected item will require supporting documents to be uploaded.

The development types and common application types entered in the Complying Development Certificate application will display. If the listed development(s) which require a contribution do not appear in the table, capture further contribution uses by following the steps below.

2. Select a category from the available list.

Select a category Select development

Select ▼

- Select
- Agriculture
- Commercial Development
- Existing residential lots
- Industrial Development
- Infrastructure
- Manufactured home estate
- Residential Accommodation
- Subdivision
- Supporting Development

...ed are charged a contribution under an online contributions plan, they will populate the table below. You
oment.

units for calculating contributions [What is this?](#)

- a. Click the down-arrow to select a development from the available list.
- b. Select as many developments from the available list as relevant. This list will be filtered based on the category selected in the previous step.

Select a category Select development*

Residential Accommodation ▼

Add Contributions uses

If the proposed uses you have selected are not correct, you must correctly describe your development

Complete Selection [What is this?](#)

▼

- Attached dwelling
- Dual occupancy
- Dual occupancy (attached)
- Dual occupancy (detached)
- Dwelling House
- Group home
- Group home (permanent)
- Group home (transitional)
- Manor house
- Medium Density Housing
- Multi-dwelling housing
- Non-standard Housing
- Secondary dwelling
- Semi-detached dwelling

...tributions plan, they will populate the table below. You

 **Note:** To add further contribution uses to the table, click 'Add Contributions uses' and repeat the previous steps.

3. Click 'Complete Selection' to refresh and update the Proposed number of units for calculating contributions.

Complete Selection [What is this?](#)

The development requiring contributions will be listed in the table, allowing you to enter the number of units per the unit of charge.

Proposed number of units for calculating contributions [What is this?](#)

Development	Sub types What is this?	Total	Unit of charge
Animal boarding or training establishment			Beds
Amusement centre			SQM of GFA
Animal boarding or training establishment			SQM of GFA
Centre-based child care			SQM of GFA

 **Note:** The unit of charge corresponds to the type of development proposed. For residential development, the total is calculated by entering the number of units of charge (i.e., the number of new dwelling lots). For commercial and industrial development, the total is calculated by multiplying the units of charge by the square meterage of new gross floor area (GFA) applicable to the development.

4. Enter the total number of Units for each development.

Development	Sub types What is this?	Total	Unit of charge
Animal boarding or training establishment			Beds

5. Indicate whether you want to add an existing development, such as an existing residential lot, that applies to your development.

Do you want to add existing development? [What is this?](#)

☒ Yes

☐ No

If you select 'Yes',

a. Select a category from the available list.

Existing [What is this?](#)

Please enter the details of any existing residential development on the site of your CDC.

Select a category

Please Select...

Please Select...

Agriculture

Commercial Development

Existing residential lots

Industrial Development

Infrastructure

Manufactured home estate

Residential Accommodation

Subdivision

Supporting Development

Select development

ected are charged a contribution or receive an exemption under an online contributions plan, they will populate describe your development.

s?

units for calculating contributions

b. Click the down-arrow to select a development from the available list.

Existing [What is this?](#)

Please enter the details of any existing residential development on the site of your CDC.

Select a category

Residential Accommodation ▾

Add type/use

If the proposed uses you have selected, they will populate the table below.

Complete Selection

[What is this?](#)

Select development *

Attached dwelling
Dual occupancy
Dual occupancy (attached)
Dual occupancy (detached)
Dwelling House
Group home
Group home (permanent)
Group home (transitional)
Manor house
Medium Density Housing
Multi-dwelling housing
Non-standard Housing
Secondary dwelling
Semi-detached dwelling

Receive an exemption under an online contributions plan for development.

- c. Select 'Add type/use' to add an additional existing development, if required.

Add type/use

If the proposed uses you have selected are charged a contribution or receive an exemption under an online contributions plan, they will populate the table below. You must correctly describe your development.

6. Click 'Complete selection' to refresh and update the table for existing number of units for calculating contributions.

Complete Selection

[What is this?](#)

7. Enter the total number of units per unit of charge.

Existing number of units for calculating contributions

Development	Sub types What is this?	Total	Unit of charge
Existing lot for torrens subdivision		134	Lots

8. Once you have finished entering the contribution details, click 'Submit'.

Cancel

Save

Submit



Note: After clicking 'Submit', the contribution details entered will be saved with your application. You can review the details entered via the file generated and located in the documents tab of the Complying Development Certificate application.

Step 6: Review and submit application



36. Review the information entered on your application. This information is read-only.

Review and complete your application

Verify your information

Applicant details

Title

— —

First given name

John

If changes are needed, click the 'Previous' button (bottom left of screen) to navigate to the previous screens.

Previous

Save and exit

Submit CDC Application

37. If you have nominated the council as your certifier, indicate whether you are an employee, councillor or relative of an employee at that council.

Applicant declaration

Are you an employee / Councillor or relative of an employee / Councillor within the same local government area as the proposed development?*

☒ Yes

☐ No

If 'Yes', indicate the nature of your relationship.

Nature of relationship*

☐ I am an employee

☐ I am a councillor

☐ I am a relative of, or relationship with, employee or Councillor

38. Once you have reviewed the information entered, complete the declarations at the bottom of the page by selecting each tick-box or clicking 'Select all'.

Submit your application *

Applicant declarations *

- ☒ Select all
- ☒ I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.
- ☒ 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).
- ☒ I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.
- ☒ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice.

39. Click 'Submit CDC application'.

[Previous](#)[Save and exit](#)[Submit CDC Application](#)

40. Select 'Close and home' to return to your dashboard.

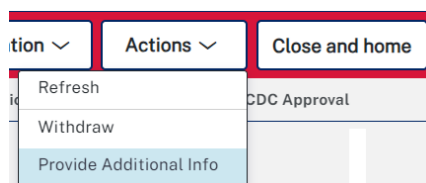
Complying Development Certificate **Reference number:** CDC-10881 **In progress**[Actions](#) [Close and home](#)

What happens next?

- Your application status will change from 'In progress' to 'Submitted'.
- The nominated certifier will receive a system-generated notification to advise them that they have received an application for their review.
- The nominated certifier will review your application and may request additional documentation to be provided. You will receive a system-generated email advising you of the request.
- The certifier will discuss the required fees with you and any Terms and Conditions. This will occur outside of the NSW Planning Portal.
- If you have initiated a related application such as a Section 10.7 Planning Certificate or Section 68 approval (applicable only in cases where the appropriate council is currently receiving these types of applications via the Portal), you must complete the relevant 'In Progress' applications available in your Active Work or from the 'Related Cases' tab within the Complying Development Certificate application. Where possible, content is pre-populated from this application.
- If a housing and productivity contribution applied to your application, the certifier will notify you of any contribution amounts payable.
- The nominated certifier will provide you with an outcome of their review via a system-generated notification. If they decline the application for assessment, you can use the 'Copy to new' function to re-submit the application to an alternative certifier.



- If you need to withdraw the application, you can do so by using the 'Withdraw' application functionality accessed via the 'Actions' button within the application.



- BASIX certificates with an 'address does not match' validation message will be tagged 'Review required' for council / certifier review. They will not be visible on your 'Documents' tab until the council / certifier has validated the BASIX certificate reference number. However, the certificate can be viewed from within the BASIX service, where it was originally generated.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to register for a NSW Planning Portal account
- How to cancel an 'In progress' application
- How to provide additional information
- How to navigate the NSW Planning Portal dashboard

These documents can be found on the [NSW Planning Portal Support Hub](#).