

Complying Development Certificate | Applicant

How to submit a complying development certificate application for subdivision only

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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 subdivision only

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Introduction

 This guide outlines steps on how to submit a complying development certificate application via the NSW Planning Portal (the Portal) for **subdivision only**. If your application includes other types of development, please view the *How to submit a complying development certificate application* step-by-step guide on the [NSW Planning Portal Support Hub](#).

Complying development is a fast-track approval process for straightforward residential, commercial, and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under complying development and discuss supporting document requirements before applying for a Complying Development Certificate (CDC). You may also access my Home Planner (<https://www.planningportal.nsw.gov.au/myhome-planner>) which is an online tool developed to assist people with determining which development pathway is suitable.

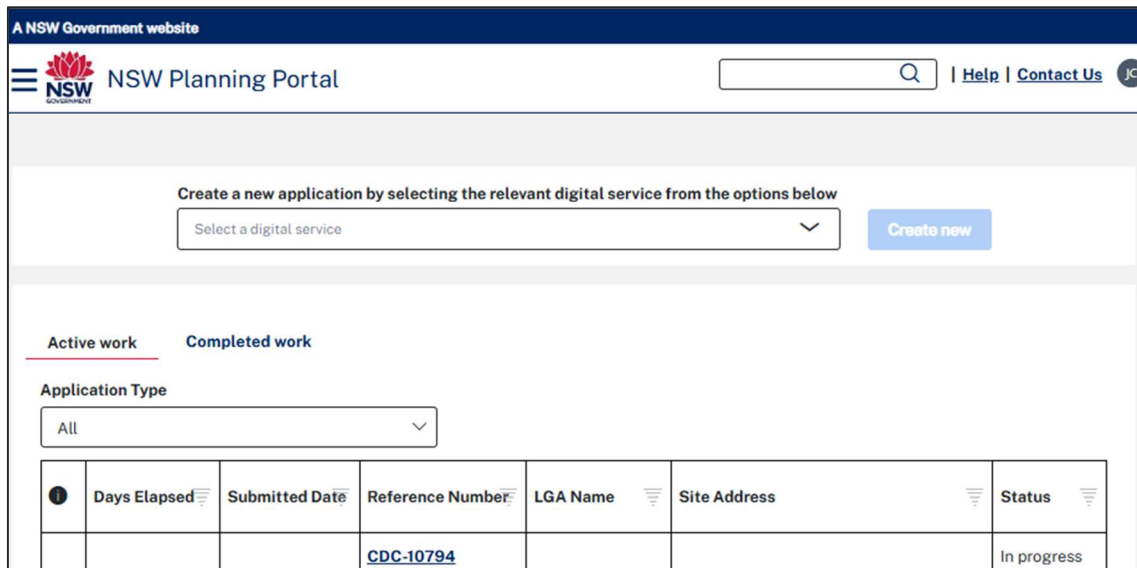
 **Note:** You will need a NSW Planning Portal account to create and submit your application. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

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.



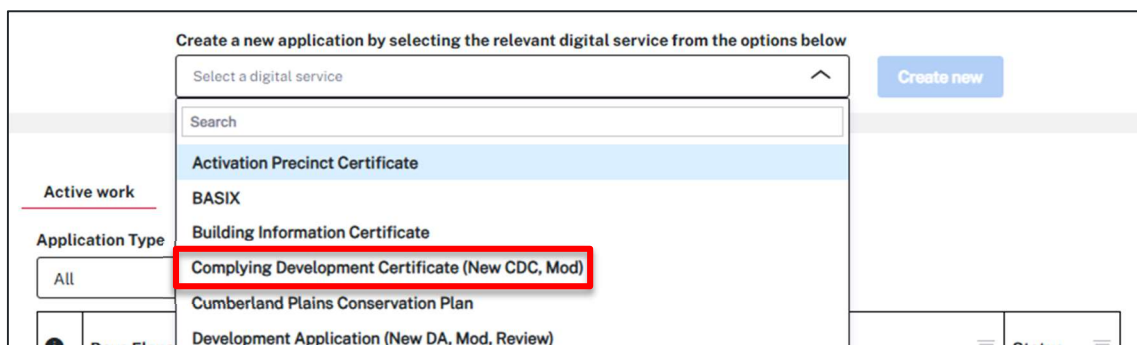
The screenshot shows the NSW Planning Portal dashboard. At the top, there's a header with the NSW Government logo and the text 'NSW Planning Portal'. Below the header, there's a section titled 'Create a new application by selecting the relevant digital service from the options below'. This section contains 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 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 the dropdown arrow is highlighted with a red box. A 'Create new' button is visible to the right of the dropdown.

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



This close-up shows the dropdown menu for selecting a digital service. The dropdown is open, and the option 'Complying Development Certificate (New CDC, Mod)' is highlighted with a red box. Other options visible include 'Activation Precinct Certificate', 'BASIX', 'Building Information Certificate', 'Cumberland Plains Conservation Plan', and 'Development Application (New DA, Mod, Review)'. A 'Create new' button is visible to the right of the dropdown.

4. Click 'Create new'.

Create a new application by selecting the relevant digital service from the options below

Complying Development Certificate (New CDC, Mod) 

Create new

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.

Step 2: Enter applicant details



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.

6. **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*

Enter registered business 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.

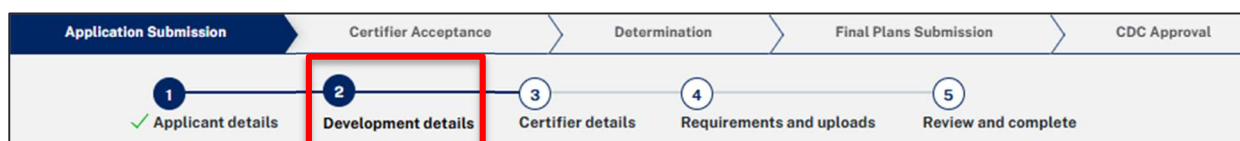
Cancel

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

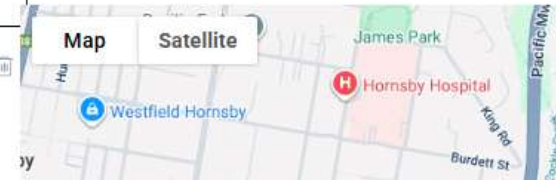
OR

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 *

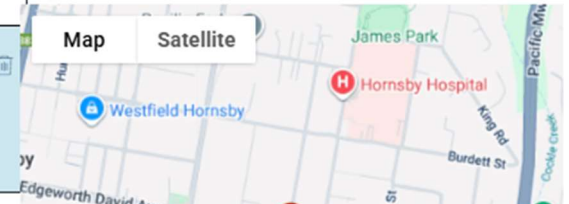
Local Government name or State Agency name

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** 'Subdivision' from the common application type list.

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

19. **Indicate** the type of subdivision proposed.

Please indicate the type of subdivision proposed *

Refer to your draft subdivision plan from the surveyor

☐ Strata Title	What is this?
☐ Community Title	What is this?
☐ Torrens Title	What is this?
☐ Stratum Title	What is this?

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

20. **Enter** the number of existing and proposed lots.

Number of existing lots *		
Number of proposed lots *		

21. **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

22. **Indicate** whether a previous development consent application had been submitted for building work?

Has a previous development consent (DA/CDC) application been submitted for building work?

☐ Yes

☐ No

If yes, input the related NSW Planning Portal application number.

Was the previous development consent (DA/CDC) application applied for via the NSW Planning Portal?

☒ Yes

☐ No

[Search related cases](#)

Please provide the NSW Planning Portal application number (CDC or PAN) [?](#)

e.g CDC-2323

 **Note:** If the related application was not submitted via the NSW Planning Portal, you will need to register that offline consent in the 'Register of non-Portal consent' service to generate a NSW Planning Portal application number.

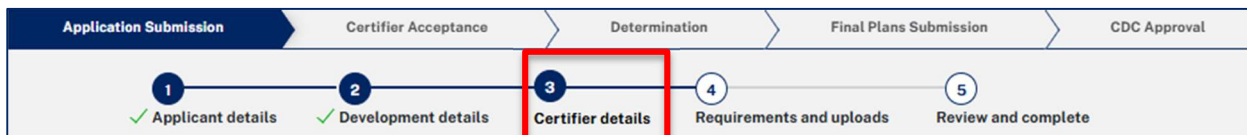
23. Click 'Save and continue'.

[Previous](#)

[Save and exit](#)

[Save and continue](#)

Step 4: Enter nominated certifier details



24. 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. *

ACN 
Select...
ABN
ACN
Name

ACN

[Search](#)

[Clear](#)

Their details will populate the required fields.

25. **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 27.

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

26. 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.



27. 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?		

28. 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.
- 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.

29. 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

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

Proposed number of 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*

Subdivision

Add Contributions uses

Non-residential development

Residential lot for an exempt use

Residential lot (strata)

Residential lot (torrens)

 **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 select plan, 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

ceive an exemption under an online contributions 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



30. **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

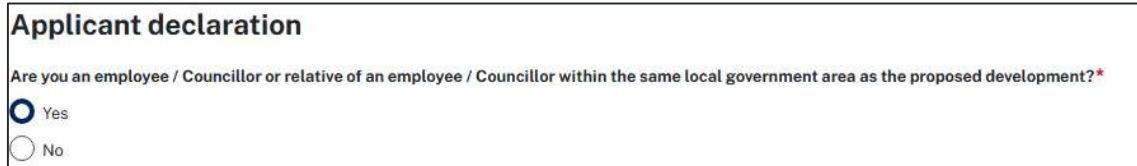
John

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

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



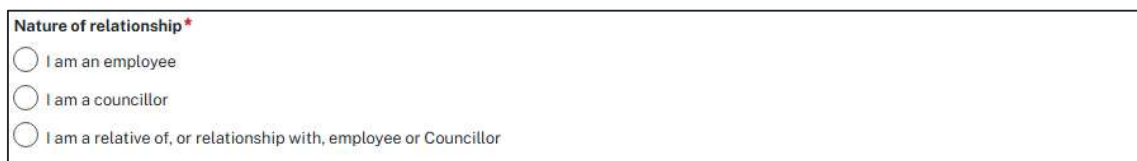
Applicant declaration

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.



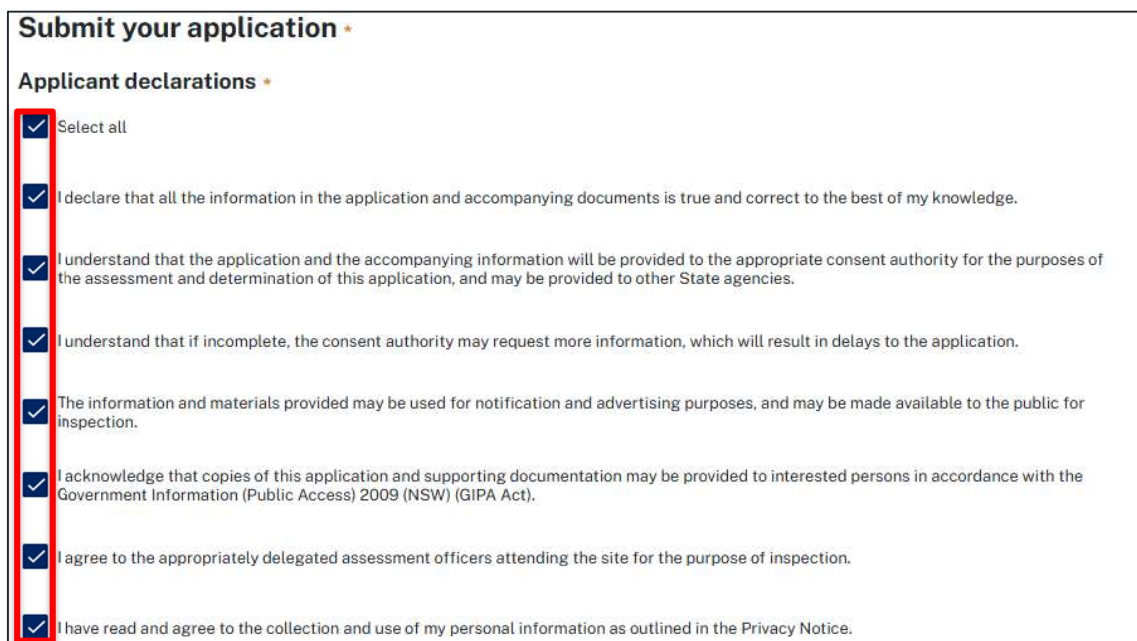
Nature of relationship *

☐ I am an employee

☐ I am a councillor

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

32. 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.

33. Click 'Submit CDC application'.



Previous Save and exit Submit CDC Application

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



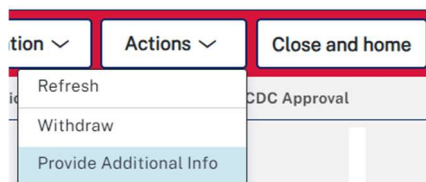
Complying Development Certificate Reference number: CDC-10881 In progress Actions Close and home

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 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.



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](#).