

DA and CDC services | Council and Certifier

How to validate a BASIX certificate marked as 'Review required'

Version: 1

Last updated: 28 July 2026



Acknowledgement of Country

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Published by NSW Department of Planning, Housing and Infrastructure

dphi.nsw.gov.au

How to validate a BASIX certificate marked as 'Review required'

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DPHI-MC-R-WC-V1.0

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Introduction

From 31 July 2026, BASIX certificate reference numbers entered in development application (DA), State significant development application (State DA) and complying development certificate (CDC) applications are automatically validated against records held in the BASIX service in the NSW Planning Portal.

If the BASIX certificate is validated, the certificate is uploaded onto the 'Documents' tab within the relevant application and is visible to the council / certifier and applicant.

If the address on a BASIX certificate does not match the address provided in the application, the certificate is uploaded to the 'Documents' tab and tagged as 'Review required'. While this tag remains, the applicant cannot view or download the BASIX certificate from the 'Documents' tab.

Council officers and certifiers must review these certificates as part of their assessment to determine whether the BASIX certificate is valid.

- If **valid**, the council or certifier should use the 'Review BASIX certificates' action to remove the 'Review required' tag and make the document visible to the applicant.
- If the certificate is **not valid**, the council or certifier should use the 'Edit application' functionality to delete that BASIX certificate reference number from the application form.

This guide explains how a council or certifier user can use the 'Review BASIX certificates' functionality to remove the 'Review required' tag.

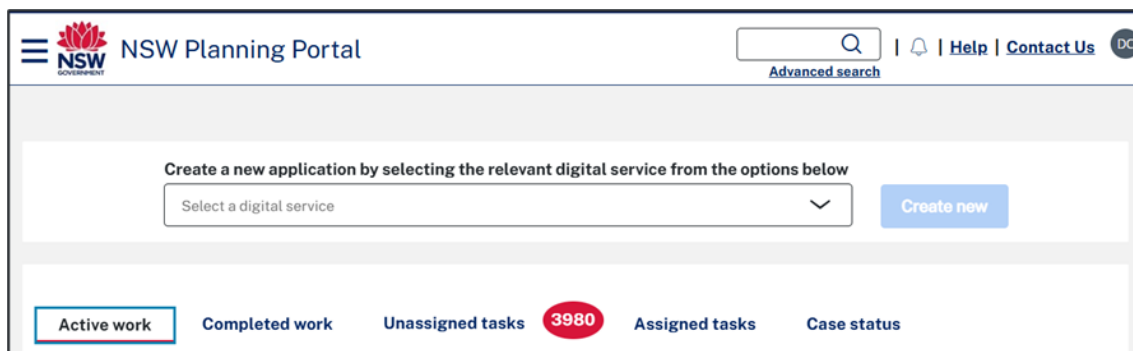


Note: You will need a NSW Planning Portal council or certifier account to review and action BASIX certificates marked 'Review required'. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

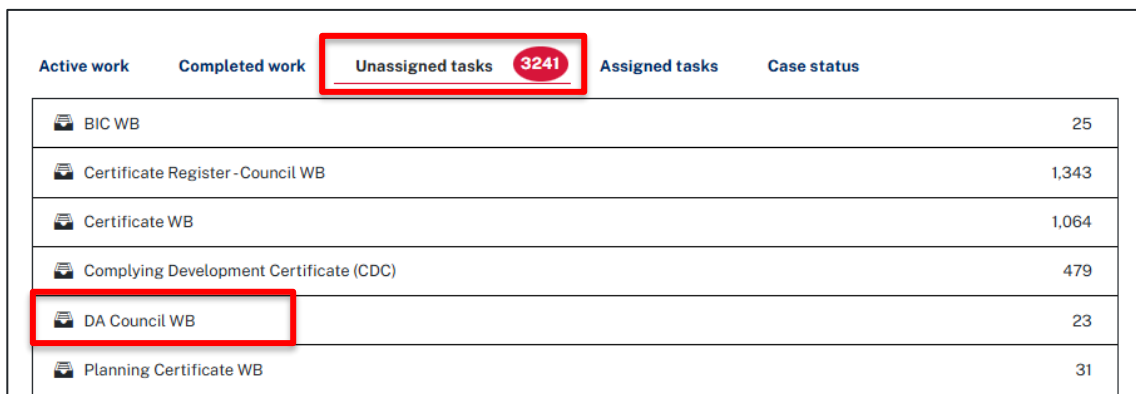
Steps

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

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



2. From your dashboard, select 'Unassigned tasks', then select 'DA Council WB'.



Active work	Completed work	Unassigned tasks 3241	Assigned tasks	Case status
	BIC WB	25		
	Certificate Register - Council WB	1,343		
	Certificate WB	1,064		
	Complying Development Certificate (CDC)	479		
	DA Council WB	23		
	Planning Certificate WB	31		

 **Note:** The workbaskets available to you may vary depending on your role in the NSW Planning Portal. If you are reviewing a State significant development application (State DA) or complying development certificate (CDC), select the relevant workbasket.

3. Locate the application in the workbasket and click the reference number to open the application.

Active work Completed work Unassigned tasks 3241 Assigned tasks Case status							
DA Council WB							23
	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	Application Type
		23/07/26	PAN-57684	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Pending lodgement	Development Application
		22/07/26	PAN-57625	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Pending lodgement	Modification

4. Select 'Review BASIX certificates' from the 'Actions' button in the top right-hand corner.

DA Online Reference number: PAN-57684 Pending lodgement

Actions Close and home

Pre-lodgement Review **Lodgement** Assessment Termination

Referral to an external agency

If you answer yes below, a CNR case will be created where you can select the relevant clauses that selected clauses are for the Development Coordination Authority (DCA) a referral check to DCA is required. A referral check can be initiated pre-or post-lodgement of the application. Referral check is not required for the following:

Is approval required from any Commonwealth, State, or other Agencies? *

☐ Yes
☐ No

Cancel

Refresh
 Request additional info
 Withdraw
 Re-assign
 Reject Application
 Mark assessment documents
 Mark sensitive documents
 Edit application details
 Resend API
 Mark superseded documents
Review BASIX certificates

Save and exit Submit

5. Review the BASIX certificate by selecting the file name.

Review BASIX certificates
BC Blacktown CC1

BASIX certificates uploaded with a different address to the one used in the application are marked as 'Review required' and are not visible to the applicant. To confirm a certificate applies to this application, uncheck the 'Review required' checkbox and select Submit. This will remove the document mark and make the certificate visible to the applicant. If the checkbox remains selected, the certificate will stay marked and will not be visible to the applicant.

Document type	Review required	File name	Uploaded on
BASIX certificate	☒	A1373757.pdf	28/07/2026 11:17 AM

Cancel Save and exit Submit

-  **Note:** The default view will have the 'Review required' checkbox selected. If you click 'Submit' the tag will be removed and you are unable to re-add.

 **Tip:** The BASIX certificate opens in a new browser window. Ensure pop-ups are enabled in your browser before reviewing the document.

-  **Note:** You can also review the BASIX certificate from the 'Documents' tab in the review harness. The certificate will be marked as 'REVIEW REQUIRED'.

[Application details](#) [Relevant matters](#) **[Documents](#)** [Payer details](#) [Action summary](#) [Notes](#) [Analytics](#)

Documents

 **Refine documents in the table.** To filter documents by type, marked as, uploaded by, or from and to a particular date, use the 'Filter' options below. To filter documents or sort by name, click the 3 vertical dots in the 'Name' column and select a sort option or apply a filter. To sort by document type or date last modified, click the 3 vertical dots in the 'Type' or 'Modified' columns and select a sort option.

Filter

Type: Marked as: Uploaded by:

From: To: [Apply Filters](#) [Reset all](#)

 **BASIX certificate(s) marked as 'Review required'.** BASIX certificates uploaded with a different address to the one used in the application require a review and cannot be viewed or downloaded by the applicant. To confirm the certificates apply to this application and allow applicant access, select 'Review BASIX certificates' from the 'Actions' menu.

Name	Type	Modified
 Pre-DA form_1785233506.pdf	Generated Pre-DA form	27/07/2026 12:38 PM by basixapplicant1 uat
 A1373748.pdf REVIEW REQUIRED	BASIX certificate	27/07/2026 12:38 PM by System

6. Ensure that the validated BASIX certificate checkbox is selected and click submit to clear the 'Review required' tag.

Review BASIX certificates BC Blacktown CC1

BASIX certificates uploaded with a different address to the one used in the application are marked as 'Review required' and are not visible to the applicant. To confirm a certificate applies to this application, uncheck the 'Review required' checkbox and select Submit. This will remove the document mark and make the certificate visible to the applicant. If the checkbox remains selected, the certificate will stay marked and will not be visible to the applicant.

Document type	Review required	File name	Uploaded on
BASIX certificate	☒	A1373757.pdf	28/07/2026 11:17 AM

[Cancel](#) [Save and exit](#) [Submit](#)

-  **Note:** If the BASIX certificate is not valid, un-tick the checkbox before clicking 'Submit'. You will need to use the edit application functionality to delete this BASIX certificate reference number from the application.

7. Select 'Submit' to complete the review process.

[Cancel](#) [Save and exit](#) **[Submit](#)**

8. From the review harness, select the 'Documents' tab. The BASIX certificate will no longer display the 'Review required' tag, and the applicant will be able to view the certificate.

Documents

Filter

Type: Please select

Marked as: Please select

Uploaded by: Please select

From: For example, 01/01/2022

To: For example, 01/01/2023

Apply Filters Reset all

Name	Type	Modified
Pre-DA form_1785233506.pdf	Generated Pre-DA form	27/07/2026 12:38 PM by basixapplicant1 uat
A1373748.pdf	BASIX certificate	27/07/2026 12:38 PM by System

9. Click 'Close and home' in the top right-hand corner to return to the NSW Planning Portal dashboard.

DA Online Reference number: PAN-57684 Pending lodgement Actions Close and home

Pre-lodgement Review Lodgement Assessment Determination

Please provide your feedback

Application details Relevant matters Documents Payer details Action summary Notes Analytics

What happens next?

- Once the review is submitted, the 'Review required' tag is removed from the BASIX certificate/s that were selected. This tag will no longer be visible on your 'Documents' tab.
- The validated BASIX certificates will be available for the applicant to view on the 'Documents' tab within the related application.
- If the BASIX certificate is not valid, use the edit functionality accessed from the 'Actions' menu within the related application, to remove that BASIX certificate reference number from the application form.

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 guide

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

- How to register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to edit the details of a development application
- How to edit a complying development certificate application

These documents are available on the NSW Planning Portal Support Hub.