

Assess and determine a Complying Development Certificate application

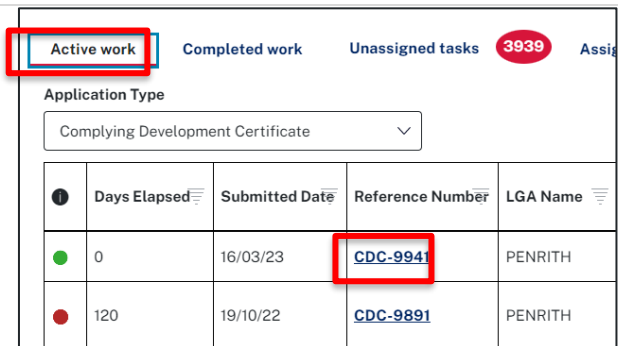
Certifiers are required to record and document the assessment and outcome (determination) of a Complying Development Certificate application via the NSW Planning Portal (the portal).

Note: These steps will be available once you have accepted an application for assessment. For further information about accepting an application, please refer to the *How to review and accept or decline a Complying Development Certificate application* guide.

Input determination

1. Log in to the NSW Planning Portal.

From the Active work tab, **click** on the portal reference number of the application you wish to assess.



Days Elapsed	Submitted Date	Reference Number	LGA Name
0	16/03/23	CDC-9941	PENRITH
120	19/10/22	CDC-9891	PENRITH

Note: Only applications that have been previously accepted for assessment, and are assigned to you, will be displayed in the Active work tab.

2. Indicate if the application fees have been paid.

Has the applicant paid the application fees?

☐ Yes

☐ No

3. Edit the proposed development information as entered by the applicant, if required.

The proposed development includes:

Please provide a detailed description of the development

New dwelling

4. Select the class(es) of development.

The development comprises the following BCA classes:

☐ Class 1a [What is this?](#)

☐ Class 1b [What is this?](#)

☐ Class 2 [What is this?](#)

☐ Class 3 [What is this?](#)

Note: If it is a class 2 development and the applicant has not nominated practitioners, you will be required to contact the applicant via 'Request additional information' to advise the applicant that they must nominate

practitioners using the 'Edit practitioners' option for class 2 developments. This is a requirement under the *Design and Building Practitioners Act 2020*.

5. Enter the number of dwellings to be constructed.	Number of dwellings to be constructed
6. Enter the number of storeys (including underground floors).	Number of storeys (including underground floors)
7. Enter the existing gross floor area of the building in sqm.	Existing gross floor area (sqm) 0
8. Enter the proposed gross floor area in sqm.	Proposed gross floor area (sqm) 0
9. Indicate if the new residential building is to be attached to, or within 900mm of, an existing building.	Is the new building to be attached to (or within 900mm of) an existing building? * ☐ Yes ☐ No
10. Indicate if the new building is to be attached to, or within 900mm of, any proposed new building.	Is the new building to be attached to (or within 900mm of) any proposed new building? * ☐ Yes ☐ No
11. Enter the total site area in sqm.	Total site area (sqm) 0
12. Enter the number of pre-existing dwellings on the site.	Number of pre-existing dwellings on site
13. Indicate if the site contains a dual occupancy development.	Does the site contain a dual occupancy development? ☐ Yes ☐ No
14. Enter the number of dwellings to be demolished.	Number of dwellings to be demolished
15. Enter the estimated m2 of bonded asbestos that may be disturbed. Note: This will be pre-populated with information from the application.	Estimate of the area (if any) in square meters of bonded asbestos development (m2) * 0

16. **Indicate** the current use of all parts of the building(s) / land.

☐	Residential
☐	Commercial
☐	Industrial
☐	Mixed use
☐	Vacant
☐	Other

17. **Enter** the number of parking spaces and dwellings for the proposed development by **clicking** on the Add Category of Development, then **entering** the relevant information for each category.

Note: In order to add additional categories of development, click Add Category of Development as required.

Add Category of development	
Category of development	Car parking spaces
Residential accommodation ▾	0
Commercial including business pr ▾	0

18. **Enter** the number of bedrooms for the proposed development by **clicking** on the Add Number of Bedrooms, then **entering** the relevant information for each dwelling.

Note: In order to add additional bedrooms, click Add Number of Bedrooms as required.

Add Number of Bedrooms		
Number of bedroom	Number of demolished dwellings	Number of proposed dwellings
1 bedroom ▾	0	5
2 bedroom ▾	0	10

19. **Select** the development materials for the floor, roof, wall, and frame.

Wall materials (select all that apply):	Roof materials (select all that apply):
☐ Brick (double) 11 ☐ Brick (veneer) -12	☐ Aluminium -70 ☐ Concrete or slate -20

20. Click Submit.

Save and exit	Submit
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21. **Indicate** under which Environmental Planning Instrument or Development Control Plan the proposal is considered Complying Development. You may select multiple options.

☐	State Environmental Planning Policy (Exempt and Complying Development)
☐	Other State Environmental Planning Policy
☐	Other Environmental Planning Instrument (eg. Local Environmental Plan, Int
☐	Development Control Plan

22. If you selected SEPP (Exempt and Complying Development Codes) 2008, **indicate** under which part of the Exempt and Complying Development Code the application is being determined.

☐ General Housing Code
☐ Housing Code
☐ Rural Housing Code
☐ Low Rise Housing Diversity Code

Note: Depending on selections made above, further options may be displayed.

23. **Indicate** if the site is located on bushfire prone land.

☐ The site is bushfire prone land and I will send a copy of the CDC
☐ The site is not bushfire prone land.

24. **Indicate** if the application has been approved or refused by **selecting** the relevant option.

The application has been determined and has been:

☐ Approved
☐ Refused

Note: By submitting this page and uploading the relevant documentation, you confirm that all documents have been signed by an appropriately qualified person and that all relevant legislative and regulatory requirements have been considered and adhered to as attested to by the signatory on the certificate.

25. **Input** the details of the certifier who issued or is issuing this certificate.

Certifier details

Details of the certifier who issued or is issuing this Certificate

Are you a registered certifier? *

☒ Yes, in NSW (i.e. you have a registration number e.g. BDC1234)

☐ Yes, in another state (i.e. you have a AMR registration number e.g. AMR-123456)

Registration number (You can check the registration number on the [Building Certificate](#))



a. If you are a certifier registered in NSW, **select** Yes in NSW (i.e. you have a BDC registration number) and enter your registration number in the space provided.

Are you a registered certifier? *

☒ Yes, in NSW (i.e. you have a registration number e.g. BDC1234)

☐ Yes, in another state (i.e. you have a AMR registration number e.g. AMR-123456)

Registration number (You can check the registration number on the [Building Certificate](#))



Note: The system will conduct a validation of the certifier's registration status.

- If a certifier registration is current, the system will display the registration status as Registered.
- If a certifier registration is suspended, the system will display the registration status as Suspended, along with an error message with NSW Fair Trading contact details.
- If a certifier registration is cancelled, the system will display the registration status as Cancelled, along with an error message with NSW Fair Trading contact details.

The validation will only be applicable for applications directed to a Principal Certifier working within a council or private capacity.

- b. If you are a certifier registered in another state (i.e. you have an AMR registration number), select Yes, in another state, then **enter** the following information:

- Registration state or territory.
- Interstate license number.
- AMR registration number.

☐ Yes, in NSW (i.e. you have a registration number e.g. BDC1234)
☒ Yes, in another state (i.e. you have a AMR registration number e.g. AMR-123456)

Registration state or territory *

Please Select

Interstate license number *

AMR registration number (e.g. AMR-123456) *

Note: For certifiers registered interstate, the details entered above must be an exact match against the information provided when registering with AMR. If the details do not match, you will not be able to submit the determination of this application.

26. Enter the date of determination.

Determination date *

Note: By submitting this page and uploading the relevant documentation, you confirm that all documents have been signed by an appropriately qualified person and that all relevant legislative and regulatory requirements have been considered and adhered to as attested to by the signatory on the certificate.

27. Upload determination by **clicking** Upload, then:

- Select file (s) or drag and drop
- Select inspection images from the category dropdown
- Click attach.

Attach Documents

Drag and drop files here

or

Select file(s)

Cancel Attach

28. Click Submit.

Save and exit Submit

29. Indicate if you wish to initiate a case to register this certificate with council.

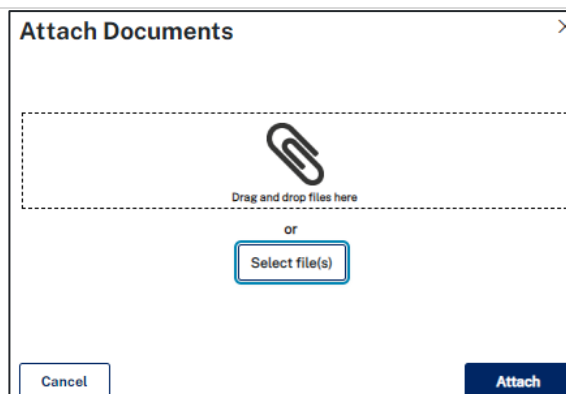
Do you want to initiate the case to register this certificate with the Council?

☐ Yes
☐ No

Note: The above step is only applicable to those certifiers working within a private capacity. If yes is selected, a registration case will be created on submission.

30. Upload approved documents by **clicking** Upload, then:

- Select** file (s) or drag and drop
- Select** inspection images from the category dropdown
- Click** attach.



The 'Attach Documents' dialog box features a dashed rectangular area for file uploads, with a paperclip icon and the text 'Drag and drop files here' inside. Below this area, the word 'or' is centered, followed by a button labeled 'Select file(s)'. At the bottom left is a 'Cancel' button, and at the bottom right is an 'Attach' button.

31. Click Submit.



Two buttons are shown side-by-side: 'Save and exit' and 'Submit'.

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.