

How to issue a BASIX completion receipt

Following the final inspection and prior to issuing a final Occupation Certificate, the certifying authority is required to issue a BASIX completion receipt. Please refer to section 45 of the *Environment Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* for more information on this requirement.

Issue a BASIX completion receipt

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

1. Log in to the NSW Planning Portal.

From the Active work tab, **click** on the portal reference number to open the occupation certificate application.

Active work					Completed work	Unassigned tasks	858	Assigned tasks	Case stat
Application Type									
All									
1	Days Elapsed	Submitted Date	Reference Number	LGA Name					
		16/08/23	CFT-25537	BLACKTOWN					
		14/08/23	CFT-25489	QUEANBEYAN-PALERANG REGIONAL					

2. Click the Actions menu and select “Issue BASIX Completion Receipt” from the dropdown list.

Actions

Refresh

Initiate inspection

Issue BASIX Completion Receipt

Request additional info

3. Enter the BASIX Certificate number, the date the BASIC Certificate was issued and the corresponding final inspection date by selecting the “Add” button underneath the table.

Note: Select “Add” to enter additional BASIX certificate numbers.

BASIX Certificate number/s	BASIX Certificate issue date	Final inspection date/s
Add		

4. Enter the certifier's registration number.	Certifier's Registration number (e.g. BDC1234 or AMR-123456) *
5. Click "Validate BDC Registration".	Validate BDC Registration
Note: The system will conduct a validation and display the certifiers details and current registration status.	
6. Click submit.	Submit
7. Confirm that the information provided is correct by clicking "Submit".	Confirm Submission Note: The details entered on this screen are unable to be edited once submitted. Please verify that you have entered the information correctly before submitting. Cancel Submit

What happens next?

- The BASIX completion receipt will be generated and displayed in a table on the screen. We recommend that you save the reference number/s for future use.

Occupation certificate
Reference number: CFT-25654
Under assessment
DA23/487
Certifier r

✓ Submission

Success -BASIX Completion Receipt/s has/have been generated.

BASIX Certificate number/s	Completion Receipt number/s
1370242S	CR-4JE8PRH1-1370242S

To view the BASIX Completion Receipt, please use the advanced search functionality accessed via your dashboard.

Close

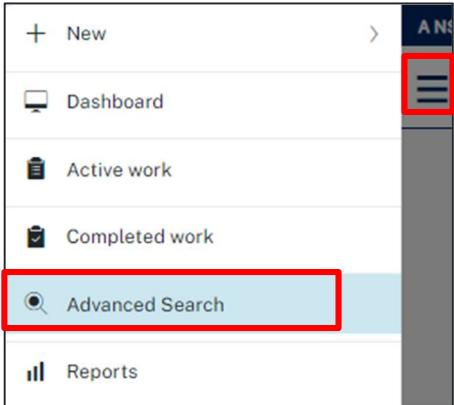
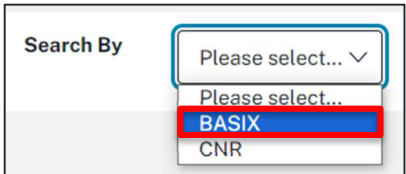
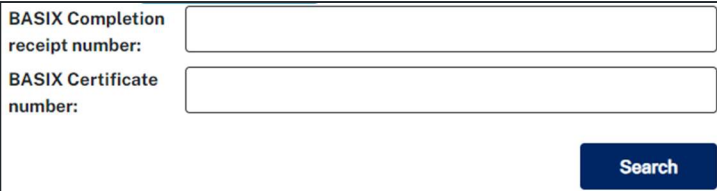
- You may locate BASIX completion receipts issued using the advanced search functionality.
- You may issue the final Occupation Certificate when appropriate to do so.

Tip: If you need to locate the BASIX completion receipt number in the future, input the related BASIX Certificate number in the advanced search function on the dashboard.

Viewing a BASIX completion receipt

Note: Private certifiers can only view BASIX completion receipts that they have issued. Councils have visibility of all BASIX completion receipts within their local government area.

If you need to view a BASIX completion receipt:

8. Log in to the NSW Planning Portal. Select “Advanced search” from the left-hand menu options.	
9. Select “BASIX” from the search by drop-down box.	
10. Input the BASIX completion receipt number or BASIX Certificate number and select “Search”.	

If the reference number provided is valid, the following details will be displayed:

- BASIX Certificate reference number
- Related address
- Status of application
- Project name
- Date last updated
- Name of person who created the BASIX Certificate
- BASIX completion receipt number

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.