

Revise a BASIX Certificate

A BASIX certificate may be revised after issuance by the original creator of the certificate.

Please note that any amendments made to a BASIX certificate may affect the ability of your project to achieve the mandatory BASIX targets.

Revising the certificate will copy over all the original information into a new version for you to carry out the amendments.

Follow the steps below to revise a BASIX certificate in the NSW Planning Portal.

Locate application

1. Log in to the NSW Planning Portal.

Locate the application in your completed work. **Click** on the portal reference number to open the application.

Active work		Completed work	
Application Type			
All			
Reference number	Submitted Date	LGA Name	Site address
BSX-83331	23/08/23	CUMBERLAND	327 MERRYLANDS ROAD MERRYLANDS 2160
BSX-83330	23/08/23	CUMBERLAND	327 MERRYLANDS ROAD MERRYLANDS 2160
AL-20492	17/08/23	EUROBODALLA	2258 EUROBODALLA ROAD EUROBODALLA 2545

Note: Only applications that were completed within your account will be displayed in Completed work.

Initiate a revision

BASIX Application
Reference number: BSX-12489
Resolved-Completed

Version: v3.0
Revision
Copy to new application
Actions
Close and home

Submission

2. After opening the application, **select** Revision.

Revision

Note: A form will open for you to confirm the status of the BASIX certificate lodgement before continuing.

3. Identify if the BASIX certificate has been lodged.

If you answered yes, **complete** the remaining details regarding the lodgement to continue.

Note: If you answered no, no further details are required to continue.

Has this BASIX certificate been lodged with Council / Certifying Authority? *

- ☒ Yes
☐ No

Note: If the certificate has not been lodged a fee may apply

Select the certificate & revision version that has been lodged. *

please select

Development application type

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

- ☒ Development application (DA)
☐ Complying Development Certificate (CDC)

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

- ☒ Yes
☐ No

Please provide portal application number PAN *

PAN-XXXX

Populate DA Details

Date of lodgement *

4. Click Start Application.

Start application

Note: A new BASIX application for the revision will be created. The reference number for the application will start with the original reference number and a suffix (e.g. BSX-1234_02 or AL-1234_02).

You will be able to revise most of the details, except for the applicant details and project address.

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.