

Submit an application for a Construction Certificate (CC)

To apply for a Construction Certificate via the NSW Planning Portal (Portal), you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

Sections included in this guide

1. Initiate application
2. Contact Details
3. Proposed development details
4. Capture certifier details
5. Upload documentation
6. Review and submit

Initiate application

You can apply for a construction certificate via the NSW Planning Portal using two different methods:

- As a related application within the DA Online or State DA (this will pre-populate content in the application based on information within the related development application), or
- A new standalone application.

Follow the instructions below for your required method.

Related application

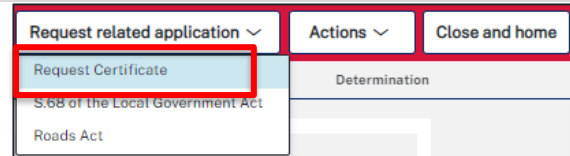
1. Log in to the NSW Planning Portal.
Open the related Development Application by **clicking** on the reference number.

Reference Number
CFT-17076
SB-2023-20
REM-961
ITSOC-2023-278
PAN-21916

Note: If the development application has not been determined, the application will be in the Active Work dashboard.

If the development application has been determined, it will be in the Completed Work dashboard. Alternatively, you can enter the Portal reference number in the search function at the top of the screen.

2. Click Request Related Application, then **select** Request Certificate.

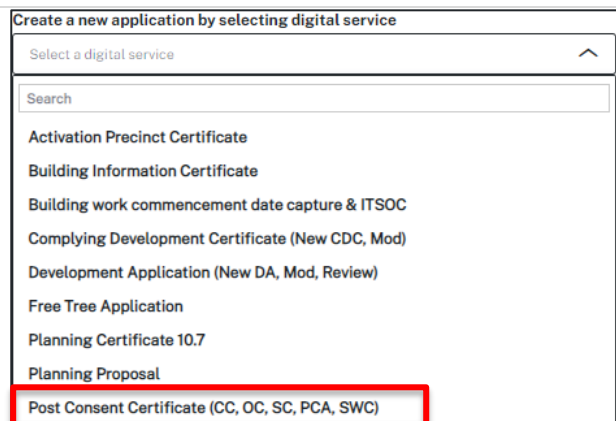


Note: When creating a related application, much of the information entered on the related development application will auto-populate to the Post-Consent Certificate application.

Progress to step 3.

Standalone application

1. Log in to the NSW Planning Portal.
Select Post Consent Certificate from the list of options within the create a new application drop-down arrow.



2. Click Create new.

Create new

Apply for certificate

3. **Select** Construction certificate from the list of options.



<p>4. Select the Class of development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Class of development*</p> <p>The development comprises the fol</p> <div> ☐ Class 1a What is this? </div> <div> ☐ Class 1b What is this? </div> <div> ☐ Class 2 What is this? </div> <div> ☐ Class 3 What is this? </div> </div>
<p>Note: If a Class 2 development is selected, you will be required to meet further obligations in accordance to the <i>Design and Building Practitioners Act 2020</i> by nominating Practitioners, entering a Building Work Commencement date after the CC is determined and lodging relevant Construction-Issued Regulated design documents.</p> <p>For more information on how to nominate Practitioners, please refer to the relevant quick reference guide titled <i>Nominate Practitioners</i>.</p>	
<p>5. Select whether the application is for the full development or part of the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Select the type of certificate you wish to apply for</p> <div> ☐ Certificate for the full development </div> <div> ☐ Certificate for part of the development </div> </div>
<p>6. Indicate if the application is for a modification of a current construction certificate.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is the application for modification of a current construction certificate?</p> <div> ☐ Yes </div> <div> ☐ No </div> </div>
<p>Note: When a related application is generated, the site of development address and planning controls will be populated from the related DA and is not editable. For standalone applications, you will be required to search and enter the site of the development. To view the steps for entering the site of development, please refer to the Quick Reference Guide (QRG) <i>Submit a Development Application</i>.</p>	
<p>7. Indicate if this application is to be directed to a Principal Certifier or a State Agency for assessment.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Do you want to direct this application to a Principal Certifier or State Agency</p> <div> ☒ Principal Certifier (Council or Independent) </div> <div> ☐ Department of Planning and Environment </div> <div> ☐ Sydney Olympic Park Authority </div> <div> ☐ Transport for NSW </div> <div> ☐ Lord Howe Island Board </div> </div>
<p>Note: The related approval details section (steps 8 to 10) is pre-populated from the DA if the related application pathway is selected. This content is not editable.</p>	
<p>8. Indicate the related approval type and input the consent authority's application reference number.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Which approval type is this certificate in relation to? * ⓘ</p> <div> ☐ Development Application number (DA) </div> <div> ☐ State determined (SSI / SSD) </div> </div>

Post-Consent Certificate Applicant



<p>9. Indicate whether the related application was applied for via the NSW Planning Portal. If yes, input the related PAN number.</p>	<div> <p>Was the DA applied for via the NSW Planning Portal? *</p> <p>☒ Yes</p> <p>☐ No</p> <p>Search related cases</p> <p>Please provide portal application number (PAN) ⓘ</p> <input type="text"/> </div>
<p>10. Indicate whether the related application has been determined. If yes, select the determination date.</p>	<div> <p>Has the DA been determined? *</p> <p>☒ Yes</p> <p>☐ No</p> <p>Date of determination of the DA Case</p> <input type="text"/> </div>
<p>Note: If the related application has not been determined, the application cannot be approved or refused by the certifier until the related development application has been determined.</p>	
<p>11. Indicate if a relevant construction certificate was applied for via the NSW Planning Portal.</p>	<div> <p>Was a relevant construction certificate applied for via the NSW Planning Portal?</p> <p>☐ Yes</p> <p>☐ No</p> <p>☐ Not applicable</p> </div>
<p>12. Enter a construction certificate reference number.</p> <p>Note: If you select Not applicable to the question above this question will not appear.</p>	<div> <p>Was a relevant construction certificate applied</p> <p>☒ Yes</p> <p>☐ No</p> <p>☐ Not applicable</p> <p>Please provide Construction certificate referen</p> <input type="text"/> </div>
<p>13. Indicate whether the construction certificate has been determined.</p>	<div> <p>Has the CC been determined? *</p> <p>☐ Yes</p> <p>☐ No</p> </div>
<p>14. Enter the date the construction certificate was issued if you answered yes to the question above.</p>	<div> <p>Please enter the date the construction certificate was issued *</p> <input type="text"/> </div>
<p>15. Indicate if the development is exempt from the <i>State Environmental Planning Policy (Sustainable Buildings) 2022 Chapter 3</i>, relating to non-residential buildings for either of the reasons listed?</p>	

Is the development exempt from the [State Environmental Planning Policy \(Sustainable Buildings\) 2022 Chapter 3](#) relating to non-residential buildings, for any of the following reasons?*

- The DA was submitted on the NSW Planning Portal before 1st October 2023
- The DA was submitted on the NSW Planning Portal on or after 1st October 2023 but was deemed exempt due to the reasons outlined in Chapter 3.1.

☐ Yes

☐ No

Note: Developments classed as non-residential buildings may be subject to the requirements set out in the Sustainable Buildings SEPP. Click [here](#) to view the policy to understand if your development applies.

16. Click Next.

Next

Contact Details

When a construction certificate application is linked to a development application, the majority of the information is pre-populated from the related application. You will be required to review and update where necessary.

17. Input or update the applicant details.

Primary applicant details

This person will receive all the system generated notification emails in relation to the application.

Please enter the contact details of the applicant for this application.

Please note that the nominated person/ company is the legal applicant for the application. The applicant

Title

Please Select... ▾

First given name *

Jane

Other given name/s

18. Indicate if the applicant is a business or company.

Is the applicant a business or company?

☐ Yes

☒ No

If you answer Yes;

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search button.
- **Select** a result from the list.

ACN ▾

Enter here and search

Search

☐

Not found? Please select the checkbox to enter details manually.

Post-Consent Certificate Applicant



<p>19. Identify the owners of the development site.</p> <p>If there are multiple owners, select the appropriate button and click Add Owner.</p> <p>If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by clicking Add Owner.</p> <p>If a company or business owns the development site, enter the company name and ABN.</p>	<p>Who owns the development site? *</p> <p>☐ I am the sole owner of the development site</p> <p>☒ There are multiple owners of the development site and I am one of them</p> <p>☐ There are one or more owners of the development site and I am NOT one of them</p> <p>☐ A company, business, government entity or other similar body owns the development site</p> <p>An application for a complying development certificate may be made —</p> <p>(a) by the owner of the land on which the development is proposed to be carried out, or</p> <p>(b) by any other person, with the consent of the owner of that land.</p> <p>Owners Details</p> <p>Add Owner</p>
<p>20. Select who will be doing the building, for example, Licenced Builder.</p>	<p>Who will be doing the building work?</p> <p>☒ Licensed Builder</p> <p>☐ Owner Builder</p> <p>☐ Not determined at this time (This</p>
<p>21. Indicate if the builder or principal contractor is an individual or a company, business, government entity or other similar body.</p>	<p>Select the option that is applicable *</p> <p>☐ Individual</p> <p>☒ A company, business, government entity or other similar body</p> <p>ACN <input type="text"/> Enter here and search Search</p>
<p>Note: Additional builder details can be added by clicking on the Add builder button.</p>	
<p>22. Indicate if a long service levy was paid.</p>	<p>Long service levy</p> <p>Have you paid the Long Service Levy?</p> <p>☐ Yes</p> <p>☐ No</p> <p>☐ NA</p>
<p>23. Indicate whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.</p>	<p>Are there any security or site conditions which may impact the person</p> <p>☐ Yes</p> <p>☐ No</p>
<p>24. Indicate who will be making the fee payment and enter the relevant details.</p>	<p>Payer details</p> <p>Provide the details of the person / entity that will make the fee payment</p> <p>Select the option that is applicable : *</p> <p>☐ Individual</p> <p>☐ A company, business, government entity or other similar body</p>
<p>25. Enter the developer details if they are not a pre-populated.</p>	<p>Developer details</p> <p>ACN <input type="text"/> Enter here and search Search Clear</p>
<p>26. Click Save and continue.</p>	<p>Save and exit Save and continue</p>

Proposed development details

When an application is linked to a DA applied for through the NSW Planning Portal, much of the information is pre-populated from the related application. You will be required to review, add and update where necessary.

27. Select a common application type to define associated development categories.

Please select at least one (1) common application type. *

- ☐ 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

Note: Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

28. Select the development category to expand the list of associated development types. **Select** all development types that apply to your development.

Note: There is a **What is this?** hyperlink corresponding to each development type that you can click on for a definition.

Development type

Select the development type(s) within the category.

- > Agriculture
- > Commercial Development
- > Industrial Development
- < **Residential Accommodation**

- ☒ Dwelling House
- ☐ Residential Flat Building
- ☐ Shop Top Housing

Note: A summary of selected development types will be displayed below and can be edited by clicking on the bin icon or making new selections as required.

- > Residential Accommodation
- > Supporting Development

Selected development types

The selected development types appear here as a summary and can be edited by clicking on the bin icon or making new selections as required.

- Dwelling House 

Please provide a detailed description of the development *

<p>29. The class of development will pre-populate based on the information entered when initiating the application. Make further selections as required.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Class of development *</p> <p>The development comprises the following</p> <div style="display: flex; align-items: flex-start;"> ☒ Class 1a What is this? </div> <div style="display: flex; align-items: flex-start; margin-top: 5px;"> ☐ Class 1b What is this? </div> <div style="display: flex; align-items: flex-start; margin-top: 5px;"> ☐ Class 2 What is this? </div> <div style="display: flex; align-items: flex-start; margin-top: 5px;"> ☐ Class 3 What is this? </div> </div>
<p>30. Enter a detailed description for the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide a detailed description of the development *</p> <p><i>For example: Demolition of existing buildings, construction</i></p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <p style="font-size: small;">Please provide a detailed description including any secondary deve</p> </div>
<p>31. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is this application the direct result of a matter declared by the government by bushfire)</p> <div style="display: flex; align-items: center;"> ☐ Yes ☐ No </div> </div>
<p>32. Enter an estimated cost of the development, inclusive of GST.</p>	<div style="border: 1px solid black; padding: 5px; width: 150px;"> <div style="border: 1px solid black; padding: 2px;">\$</div> </div>
<p>33. Enter the Capital Investment Value (CIV) of the development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Capital Investment Value (CIV) *</p> <div style="border: 1px solid black; padding: 2px; float: right;">\$</div> </div>
<p>34. Enter the development information including:</p> <ul style="list-style-type: none"> Total site area. Existing gross floor area. Proposed gross floor area. 	<div style="border: 1px solid black; padding: 5px;"> <p>Development information</p> <p>Total site area (m2) *</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">0</div> <p>Existing gross floor area (m2) *</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">0</div> <p>Proposed gross floor area (m2) *</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">0</div> </div>
<p>35. Enter the current and proposed uses of all parts of the building (s)/ land.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>What are the current uses of all parts of the building(s)/land? *</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>What is the proposed use of all parts of the building(s)/land? *</p> <div style="border: 1px solid black; height: 20px;"></div> </div>

36. **Indicate** if the proposed building is attached or detached.

Is the proposed building is attached, detached

☐ Attached

☐ Detached (Free-standing)

☐ Semi-detached

37. **Enter** the data for the number of bedrooms, number of dwellings to be demolished and the number of dwellings to be erected.

- To add multiple entries, **click** Add Number of Bedrooms as required.
- Entries may be deleted by **clicking** on the bin icon.

Add Number of Bedrooms

Number of bedrooms	Number of dwellings to be demolished	Number of dwellings to be erected	
Select... ▼	0	0	
Select...	0	0	
Studio			
1 bedroom			
2 bedrooms			
3 bedrooms			
4 bedrooms			
5 bedrooms			
6+ bedrooms			

development (m) *

Number of pre-existing dwellings on site *

38. **Enter** further details including:

- The ultimate height of the development.
- The number of pre-existing dwellings on site.
- The number of storeys proposed.
- The number of proposed lots.

Ultimate height of the development (m) *

Number of pre-existing dwellings on site *

Number of storeys proposed in the new building(s) *

Number of proposed lots

39. **Select** the relevant materials to be used in relation to the construction of the new building.

Walls*	Roof*
☐ Brick veneer (12)	☐ Aluminium (70)
☐ Cladding-aluminium (70)	☐ Concrete (20)
☐ Concrete (20)	☐ Concrete tile (10)

40. **Indicate** if you are proposing to carry out alterations or modifications to existing relevant fire safety systems or installing new fire safety measures in the building.

Fire safety measures •

Use the following sections to outline any changes to existing fire safety systems and to detail new fire

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? *

☐ Yes

☒ No

Are proposed fire safety measures to be installed in the building? *

☐ Yes

☒ No

Note: If you select Yes, to either of the two options above, further fields will be displayed for you to enter the details.

Are you proposing to carry out alterations/modifications to existing "relevant fire safety systems"? *			
☒ Yes ☐ No			
	Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance
1	Access Panels, doors and hoppers to fire resisting shaft	☒ Yes ☐ No	<input type="text"/>
2	Automatic fail-safe devices	☐ Yes ☒ No	<input type="text"/>

Note: In this section, the following questions on sustainable buildings apply only if you identified on Step 15 the development falls under the requirements set out in the *State Environmental Planning Policy (Sustainable Buildings) 2022 Chapter 3*, which relates to non-residential buildings.

41. Indicate if an Embodied Emissions Material Form accompanies the application.

If Yes, you will be asked to **enter** the details of the qualified person certifying the form.

Does a NABERS Embodied Emissions Materials Form accompany this application?
☐ Yes
☐ No

☒ Yes ☐ No			
Provide details of the qualified person certifying the embodied emission amounts disclosed in the form *			
First Name *	Surname *	Professional Qualification *	Registration Details *
<input type="text"/>	<input type="text"/>	Architect or designer <input type="text"/>	<input type="text"/>
Business Name *	ABN *		
<input type="text"/>	<input type="text"/>		

42. Indicate if the development is a prescribed large commercial development.

If Yes, further questions will appear.

If No, proceed by **clicking** save and continue, and **navigate** to Capture certifier details.

Is the development a prescribed large commercial development under Chapter 3.3 of the State Environmental Planning Policy (Sustainable Buildings) 2022?: *
☐ Yes ☒ No

43. Indicate what method has been carried out to produce the required water report.

If Other is chosen, **enter** further details and include document references.

What method has been carried out to produce the required water report?
☐ Annotated drawings, and/or
☐ Specifications
☐ Other
Provide details and document references for the water report.
<input type="text"/>

- 44. Indicate** if the development is in the City of Sydney.
If Yes, check the City of Sydney Development Control Plan for Net Zero and Energy requirements.

Is the development in the City of Sydney Local Government Area? *

☐ Yes

☐ No

- 45. Click** Save and continue.

Save and exit

Save and continue

Capture certifier details

Note: You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.

- 46. Nominate** the principal certifier by:

- Selecting** Company Name, Trading Name, ABN or ACN.
- Enter** your search term in the space provided then **click** Search.
- Select** the certifier from the list of options.

Principal Certifier

ACN Search Clear

Select...

- Company Name
- Trading Name
- ABN
- ACN

Matching names

Legal name	ABN	ACN	Trading Name
UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973	
UNITED CONSULTING PTY. LTD.	59165648788	165648788	

Note: The Principal Certifiers details will appear on the screen.

- 47. Click** Save and continue.

Save and exit

Save and continue

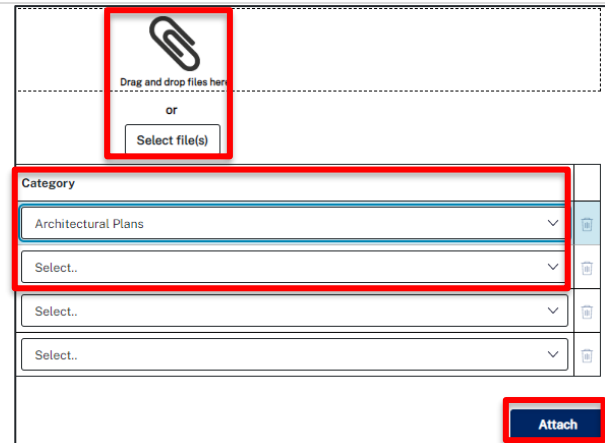
Upload documentation

Note: There are certain required documents that must be uploaded to your application. However, there may be additional documents to upload to complete your application. Ensure you satisfy all application requirements of your Principal Certifier to minimise delays.

- 48. Click** Upload.

Upload

- Click Select files (s) or drag and drop your file(s) in the space provided.
- Categorise the file type(s)
- 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.

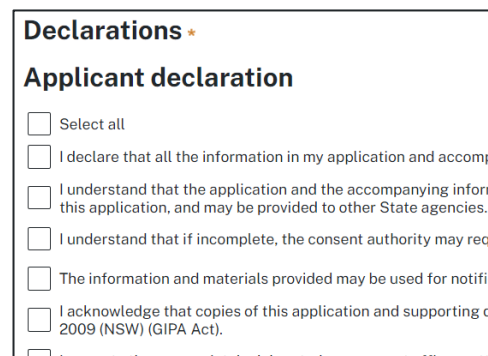
49. Click Save and continue.



Review and submit

Note: Review the information entered on your application. To edit information, click on the previous button to navigate to prior sections.

50. Read and complete the declaration.



51. Click 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.