

Submit an application for an Occupation Certificate (OC)

To apply for an Occupation 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.

Initiate application

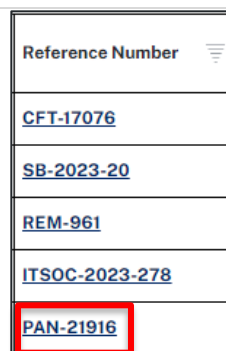
You can apply for an Occupation Certificate via the NSW Planning Portal using two different methods:

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

Follow the instructions below for your required method.

Related application

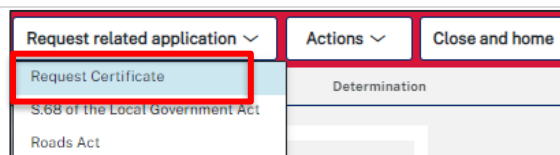
1. Log in to the NSW Planning Portal.
Open the related Development Application or Complying Development Certificate application by **clicking** on the reference number.



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

Note: The Development Application or Complying Development Certificate application 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.

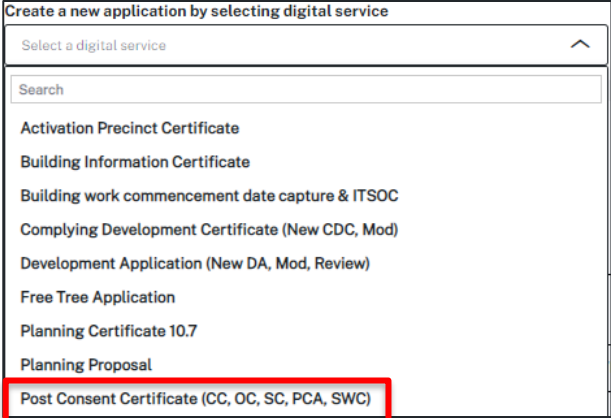


Request related application	Actions	Close and home
Request Certificate	Determination	
S.68 of the Local Government Act		
Roads Act		

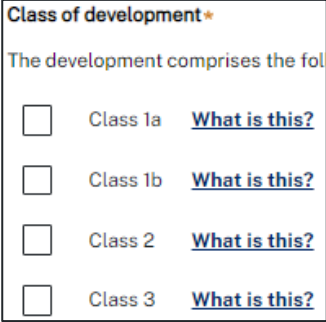
Note: When creating a related application, much of the information entered on the related development application will auto-populate to the Post Consent Certificate application.

Progress to step 5.

Standalone application

3. 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.	
4. Click Create new.	

Apply for certificate

5. Select Occupation certificate from the list of options.	
6. Select the Class of development.	

Note: If a Class 2 development is selected, you will need to complete the following tasks:

- Notify the Secretary referred to in the Residential Apartment Buildings (*Compliance and Enforcement Powers*) Act, 2020 within 6-12 months before the application for the occupation certificate is made on the estimated completion date of construction.
- Occupation Certificate audit is completed and no serious defects exist.
- Lodge a Building Bond under the *Strata Schemes Management Act 2015* (where there is 4 or more storeys).
- Ensure a Principal Certifier Appointment is in place.

Note: When creating a related application, most of the information will be pre-populated from the related DA or CDC application. The site of development address and planning controls will be populated from the DA or CDC and is not editable.

7. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.
Repeat as required until all development sites are located.

Select the site of the development *

Enter address

OR

Enter Lot/Section Number/Plan

Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules.

If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

Note: For unregistered addresses, there is no auto-populate feature. You need to **tick** the **Address did not display** box and enter the address manually.

This will disable the predictive text feature and map functionality. You will also need to enter the Lot/Section/Plan number and select the relevant local government area name or State Agency.

Address did not display? ☒ i

Enter address * **Primary address?**

☐

8. Once the property is located you must **identify** the Lot/Section/Plan and primary address of the development.
You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
2 BELMONT AVENUE PENSURST 2222	GEORGES RIVER	27/ -- /DP1119 ☒	☒	

The Planning controls affecting the property can be viewed by **clicking** on the arrow below the heading for planning controls.

Planning controls affecting property

> 2 BELMONT AVENUE PENSURST 2222

9. **Indicate** if this application is to be directed to a Principal Certifier or a State Agency for assessment.

Do you want to direct this application to a Principal Certifier or State Agency

☒ Principal Certifier (Council or Independent)

☐ Department of Planning and Environment

☐ Sydney Olympic Park Authority

☐ Transport for NSW

☐ Lord Howe Island Board

Note: The related approval details section (steps 10 to 12) is pre-populated from the DA or CDC if the related application pathway is selected. This content is not editable.

Post Consent Certificate Applicant



10. Indicate the related approval type and input the consent authority's application reference number.	Which approval type is this certificate in relation to? ☐ Development Application number (DA) ☐ Complying Development Certificate (CDC) ☐ State determined (SSI / SSD)
11. Indicate whether the related application was applied for via the NSW Planning Portal. If yes, input the related PAN or CDC number.	Was the DA applied for via the NSW Planning Portal? * ☒ Yes ☐ No Search related cases Please provide portal application number (PAN) ⓘ
12. Indicate whether the related application has been determined. If yes, select the determination date.	Has the DA been determined? * ☒ Yes ☐ No Date of determination of the DA Case
13. If the related application was a DA, indicate if a relevant construction certificate was applied for via the NSW Planning Portal.	Was a related construction certificate applied via NSW Planning Portal? ☐ Yes ☐ No
14. Enter the Construction certificate reference number.	Please provide Construction certificate reference number *
15. Identify the type of certificate you wish to apply for.	Select the type of certificate you wish to apply for * ⓘ ☐ Occupation certificate for a partially completed building ☐ Occupation certificate for part of the building ☐ Occupation certificate for whole building
16. Click Next.	Next

Contact details

When an occupation certificate application is linked to a DA or CDC, 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 applica

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.

19. **Identify** the owners of the development site.

If there are multiple owners, **select** the appropriate button and **click** Add Owner.

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.

If a company or business owns the development site, **enter** the company name and ABN.

Who owns the development site? *

- ☐ I am the sole owner of the development site
- ☒ There are multiple owners of the development site and I am one of them
- ☐ There are one or more owners of the development site and I am NOT one of them
- ☐ A company, business, government entity or other similar body owns the development site

An application for a complying development certificate may be made –
(a) by the owner of the land on which the development is proposed to be carried out, or
(b) by any other person, with the consent of the owner of that land.

Owners Details

Add Owner

Note: If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by **clicking** the Add owner button.

You may be required to to complete the declaration below to continue.

☐ I have obtained the consent of the owner(s) of the land to submit this application

20. Select who will be doing the building, for example, Licenced Builder.	Who will be doing the building work? ☒ Licensed Builder ☐ Owner Builder ☐ Not determined at this time (This
21. Indicate if the builder or principal contractor is an individual or a company, business, government entity or other similar body.	Select the option that is applicable * ☐ Individual ☒ A company, business, government entity or other similar body ACN Enter here and search Search
22. Indicate if there are any security or site conditions which may impact the person undertaking an inspection.	Are there any security or site conditions which may impact the person ☐ Yes ☐ No
23. Indicate who will be making the fee payment and enter the relevant details.	Payer details Provide the details of the person / entity that will make the fee payment Select the option that is applicable : * ☐ Individual ☐ A company, business, government entity or other similar body
24. Enter the developer details if they are not a pre-populated.	Developer details ACN Enter here and search Search Clear
25. Click Save and continue.	Save and exit <input checked="" type="button" value="Save and continue"/>

Proposed development details

When an occupation certificate application is linked to a DA or CDC, the majority of the information is pre-populated from the related application. You will be required to review and update where necessary.

26. 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
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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.

27. 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 *

28. Select the class of development.

Class of development *
The development comprises the following

- ☒ Class 1a [What is this?](#)
- ☐ Class 1b [What is this?](#)
- ☐ Class 2 [What is this?](#)
- ☐ Class 3 [What is this?](#)

29. Enter a detailed description for the development.

Please provide a detailed description of the development *
For example: Demolition of existing buildings, construction

Please provide a detailed description including any secondary development

Note: You can enter further information such as car parking, motorcycle and bicycle spaces.

30. Enter the number of parking spaces. Select Add Category of development and **select** an option from the Category of development dropdown list.

Add Category of development

Category of development	Car parking spaces	Motorcycle spaces
Please complete		
Select..	0	
Select..		0
Residential accommodation		
Commercial including business premises and retail premises		
Industry		
Other for example rural/extractive industry		

31. Indicate if this application is the direct result of a matter declared by the government to be an emergency or natural disaster.	Is this application the direct result of a matter declared by the government to be an emergency by bushfire) ☐ Yes ☐ No
32. Click Save and continue.	Save and exit Save and continue

Capture certifier details

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

33. Nominate the principal certifier by: a. Selecting Company Name, Trading Name, ABN or ACN. b. Enter your search term in the space provided then click Search.	Principal Certifier ACN Search Clear Select... Company Name Trading Name ABN ACN												
c. Select the certifier from the list of options.	Matching names × <table><thead><tr><th>Legal name</th><th>ABN</th><th>ACN</th><th>Trading Name</th></tr></thead><tbody><tr><td>UNITED CONSULTING ENGINEERS PTY LTD</td><td>40090572973</td><td>090572973</td><td></td></tr><tr><td>UNITED CONSULTING PTY. LTD.</td><td>59165648788</td><td>165648788</td><td></td></tr></tbody></table>	Legal name	ABN	ACN	Trading Name	UNITED CONSULTING ENGINEERS PTY LTD	40090572973	090572973		UNITED CONSULTING PTY. LTD.	59165648788	165648788	
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UNITED CONSULTING PTY. LTD.	59165648788	165648788											

The Principal Certifiers details will appear on the screen.

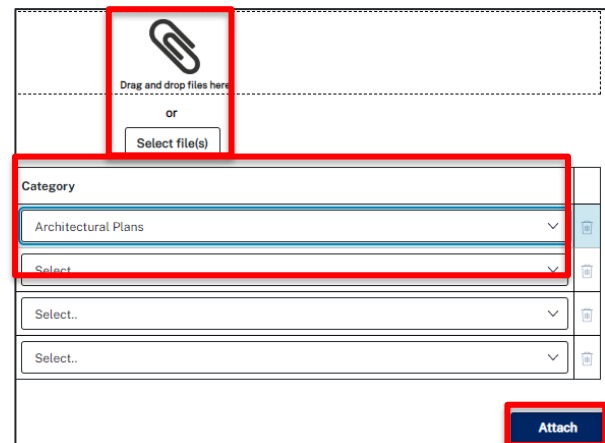
34. Click Save and continue.	Save and exit Save and continue
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Upload documentation

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Principal Certifier.

35. Click Upload.	Upload
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- 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.

36. Click Save and continue.

Save and exit

Save and continue

Review and submit

37. Complete the declaration.

Applicant declaration

- ☐ Select all
- ☐ I declare that all the information in my application and accom
- ☐ I understand that the application and the accompanying infor this application, and may be provided to other State agencies
- ☐ I understand that if incomplete, the consent authority may re
- ☐ The information and materials provided may be used for notif

38. Click Submit.

Save and exit

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.