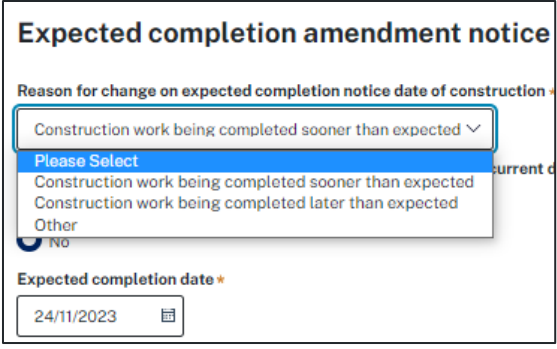
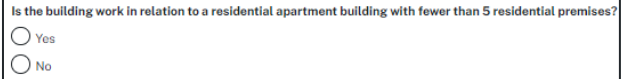


How to submit the expected completion amendment notice

After submitting the Intent to Seek Occupation Certificate (ITSOC) case, the expected completion notice date can be amended at any time via the expected completion amendment notice option on the actions menu. If you intend to apply for an occupation certificate within ± 60 days of the original expected completion notice date then there is no need to submit an amendment.

The building work levy may be re-calculated due to CPI changes, however there is no requirement to redo the strata building bond section.

To submit an amendment to the ECN, follow the below steps.

1. Click on the ITSOC case reference number.	
2. Click actions, then click expected completion amendment notice.	
3. Select a reason for the change to the expected completion notice then enter the amended expected completion notice	
4. Complete the building work levy eligibility questions again.	

5. Click submit.

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.