

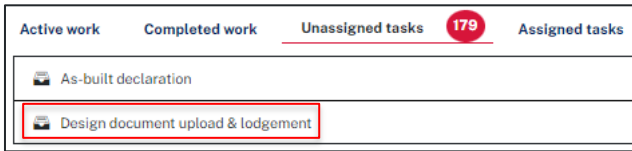
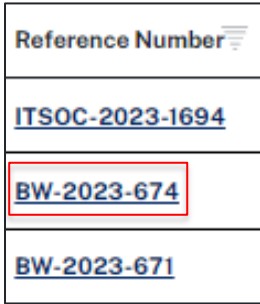
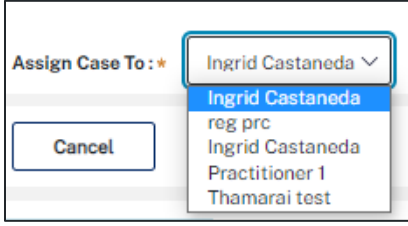
How to upload and lodge regulated designs

Under the *Design and Building Practitioners Act 2020*, it is the responsibility of the building practitioner to lodge the regulated designs and declarations onto the NSW Planning Portal (the portal).

The developer or an administration within the building practitioner's organisation can upload the regulated designs and declarations onto the portal, but it must be the registered building practitioner, who carries out the lodgement action on the portal.

The uploading and lodgement of regulated designs action is made against the building work case (BW-xxxx-xxx).

Locate building work case

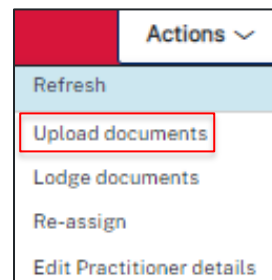
1. From the practitioner dashboard, click the unassigned tasks heading, then click design document upload & lodgement folder.	
Note: Previously accessed cases will be available on the active work tab.	
2. Click on the building work case reference number.	
3. Select the user from the list to assign the case.	
4. Click submit.	

Note: The building work case details will display and any regulated designs that were uploaded previously will be visible on the regulated designs tab.

Regulated designs	Developer	Development details	Practitioners	Principal certifier	Analytics	Related cases	Action summary
Select tags ▼ Select Folder ▼ Filter Clear Filter							
Folder name	Document type	File name	Uploaded by	Uploaded date	Lodged by	Lodged date	
Architectural	Building enclosure	w Building enclosure.docx	Jamie James	30/03/23			
Architectural	Building services	w Building services.docx	Jamie James	30/03/23			

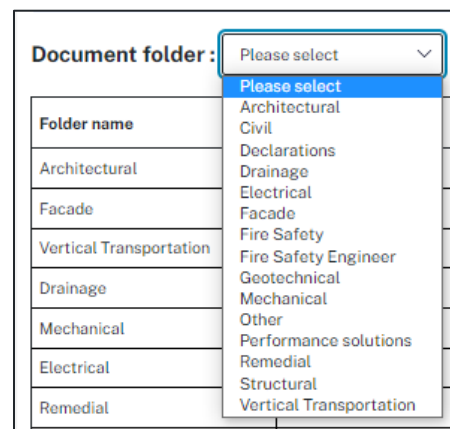
Upload documents

- To upload regulated designs, **click** actions, then **click** upload documents.

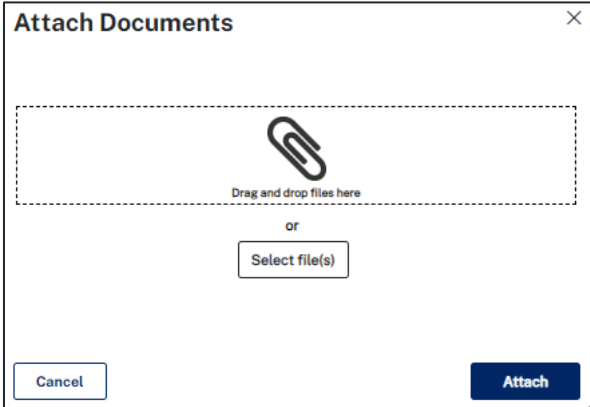
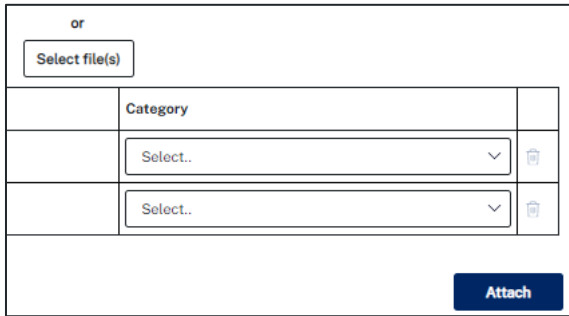


Note: The main document upload screen will display with the option to select a document folder. The document folder must be selected to enable the document upload function to appear.

- Select a document folder to display the document types relevant to the selected folder.

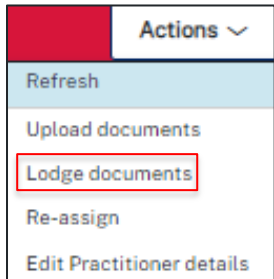


Note: The Document folder will match the Design Compliance Declarations you have received from your registered design practitioners. NSW Fair Trading has published a regulated design guidance material which will provide information on which document folder should be used for which document.

7. After selecting a document folder, click upload to upload documents.	
8. Click select file(s) or drag and drop file(s) in the space provided.	
9. Categorise each document and then click attach.	
10. Click submit.	

Lodge regulated designs

Once all the initial set of regulated designs have been uploaded, the registered building practitioner, or selected appropriate practitioner will need to lodge the regulated designs. Construction can only commence once the regulated designs have been lodged.

11. To lodge the regulated designs, click actions, then click lodge documents.	
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12. Select the construction certificate relevant to the regulated designs being lodged by the registered practitioner.

Select the construction certificate this lodgement is in relation to

Select...

Select...

CFT-20745

CFT-20749

Lodger: Please select

13. Complete the checklist at the bottom of the page.

Please confirm the following

- ☐ Select all
- ☐ Copies of the construction issued regulated designs for the building work.
- ☐ Copies of the design compliance declarations, made by a suitably authorised

14. Click submit.

Submit

After documents have been lodged, the regulated designs will display an issued for construction (IFC) tag and reference to the construction certificate selected against each document. There is also a system generated PDF document with the lodgement details.

Regulated designs	Developer	Development details	Practitioners	Principal certifier	Analytics	Related cases	Action summary
Select tags	Select Folder	Filter	Clear Filter				
Folder name	Document type	File name	Uploaded by	Uploaded date	Lodged by	Lodged date	
Architectural	Building enclosure	Building enclosure.docx IFC CFT-20745	Jamie James	30/03/23	Thamarai test	03/30/23	
Architectural	Building services	Building services.docx IFC CFT-20745	Jamie James	30/03/23	Thamarai test	03/30/23	
Architectural	Load bearing	Elevations.docx IFC CFT-20745	Thamarai test	30/03/23	Thamarai test	03/30/23	
	Lodgement details	Lodgement details_1680251942.pdf	Thamarai test	30/03/23			

Upload variations

15. Click actions, then click upload variations.

Actions

Refresh

Upload documents

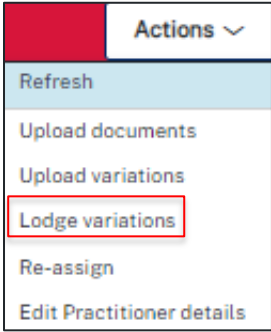
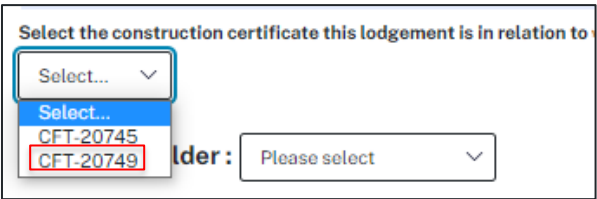
Upload variations

Re-assign

Edit Practitioner details

16. Repeat steps 6 to 10.

Lodge variations

17. To lodge the variation to regulated designs, click actions, then click lodge documents.	
18. Select the construction certificate relevant to the regulated designs being lodged by the registered practitioner.	
19. Complete the checklist at the bottom of the page.	
20. Click submit.	

After variation documents have been lodged, the regulated designs will display an issued for construction variations tag (IFC) and reference to the construction certificate selected against each document. There is also a system generated pdf document with the lodgement details.

Regulated designs	Developer	Development details	Practitioners	Principal certifier	Analytics	Related cases	Action summary
Select tags	Select Folder	Filter	Clear Filter				
Folder name	Document type	File name	Uploaded by	Uploaded date	Lodged by	Lodged date	
Architectural	Building enclosure	 Building enclosure.docx  IFC  CFT-20745	Jamie James	30/03/23	Thamarai test	03/30/23	
Architectural	Building services	 Building services.docx  IFC  CFT-20745	Jamie James	30/03/23	Thamarai test	03/30/23	
Civil	Civil works	 Civil works.docx  IFC variations  CFT-20745	Thamarai test	30/03/23	Thamarai test	03/30/23	
Architectural	Load bearing	 Elevations.docx  IFC  CFT-20745	Thamarai test	30/03/23	Thamarai test	03/30/23	
	Lodgement details	 Lodgement details_1680257280.pdf	Thamarai test	30/03/23			
	Lodgement details	 Lodgement details_1680251942.pdf	Thamarai test	30/03/23			

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.