



NSW ePlanning – How to Guide

Griffith City Council

- **STEP 1:** Create an account on NSW planning portal website.
- On the NSW Planning Portal website, <https://www.planningportal.nsw.gov.au/>, click on



On the resultant screen, click on Don't have an account? Create Account.
Complete the new user account details.



	Email address
	Password

[Forgot password?](#)

Log in

Don't have an account? [Create account](#)

[Help](#)

or

 **Log in with Service NSW account**

By clicking 'Log in with Service NSW account' I understand and agree that:

The personal information I provide will be collected and managed in accordance with the NSW Government Planning Portal (NGPP) [Terms and Conditions](#) and [Privacy Notice](#).
My email address will be provided to the NGPP to allow login with my Service NSW Account.

Submitting an Application for a Building Information Certificate



Applicant

A Building Information Certificate (BIC) is a document issued by Council relating to existing works to a building. A BIC is usually requested by buyers or sellers of property before settlement to make sure that what is being bought or sold is not going to be the subject of action by Council.

Often a BIC is requested when work is undertaken without the appropriate approvals being issued by Council or a registered certifier. A BIC states that Council will not take any action for a period of 7 years to Order, or take proceedings for an Order, to have the building covered by the certificate to:

- be demolished, altered, added to or rebuilt or;
- resolve any encroachment by the building onto land under the control of Council.

A Building Information Certificate application can be requested for either a part or whole of a building and may be requested by:

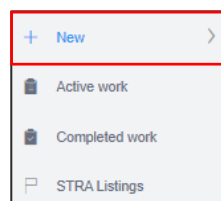
1. the owner of the property
2. another person, with the consent of the owner of the property
3. the purchaser of a property under a contract of sale (including the purchaser's solicitor or agent)
4. a public authority that has notified the owner of its intention to apply for the certificate.

A Building Information Certificate application is to include an original or certified copy of a survey report and plan if it is related to residential zoned land. For land situated in other zones you may be required to provide a survey report.

The survey report and plan must represent the property and buildings as existing at the time of submitting the application. Additional information may also need to be provided (including building plans, specifications and certificates) to allow Council to assess the application.

Initiating a BIC

1. Log in to the NSW Planning Portal and **click New** to expand the menu options.



2. **Select** Building Information Certificate from the list of options.



Submitting an Application for a Building Information Certificate



Applicant

Note: This will create a new application which will remain in the active work folder until this application is submitted.

Applicant details

Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required by council.

3. **Indicate** the relationship of the primary applicant in relation to this application. For example, select landowner if the primary applicant owns the land.

Is the primary applicant: *

☐ The landowner

☐ A representative of the landowner

☐ The purchaser of a property under a contract of sale

☐ A public authority that has notified the owner that you are applying for a Building Information Certificate

4. **Enter** the primary applicants' details, ensuring to complete all mandatory fields.

First given name *

Jane

Contact Number *

0123456789

Address-Postal *

2 SWINSON ROAD BLACKTOWN 2148

Note: Your user profile name and contact email address will automatically populate in the applicant's details, which can be edited if required. As you begin typing the address, a list of suggested addresses will appear which will be validated against the registered address database. Select an option from the list to proceed.

5. **Indicate** if you are applying on behalf of a company.

Are you applying on behalf of a company?

☐ Yes

☐ No

Submitting an Application for a Building Information Certificate



Applicant

6. If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

A search form with a dropdown menu labeled 'ACN' and a text input field labeled 'Enter here and search'. A blue 'Search' button is to the right. Below these are four text input fields labeled 'Company Name', 'ABN *', 'ACN', and 'Trading Name'.

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

7. If there are additional applicants, click Add Applicant and repeat step 4 above. Otherwise, move to the next step.

Additional Applicants
[Add Applicant](#)

8. Provide details of the Principal Contractor who carried out the works.

Select the option that is applicable

☐ Individual

☐ A company, business, government entity or other similar body

☐ Not applicable

Note: It is not mandatory to provide the Principal Contractor information.

9. **Indicate** if there are any security or site conditions which may impact the inspection.
If Yes, you will be prompted to provide further details.

Are there any security or site conditions which may impact on the person undertaking the inspection?

☒ Yes

☐ No

Provide details *

10. **Click** Save and continue.

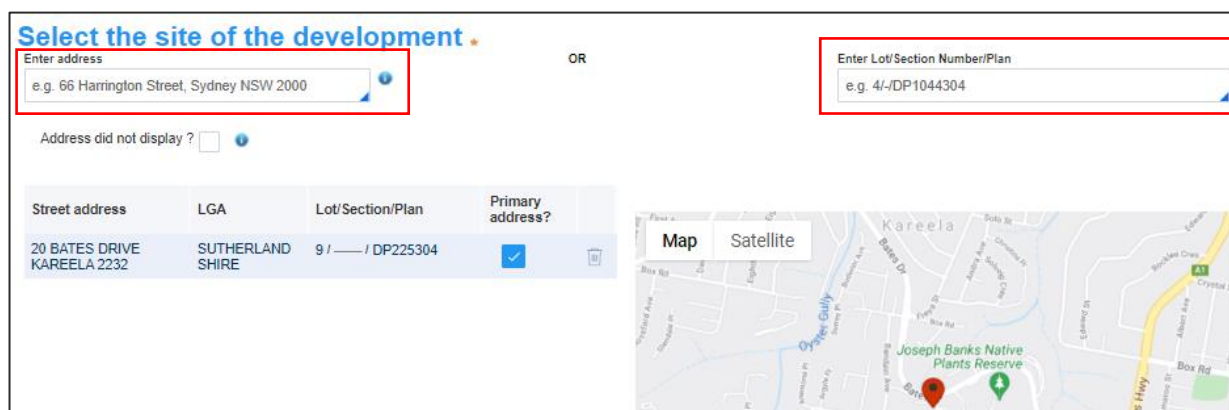
[Save and continue](#)

Submitting an Application for a Building Information Certificate

Applicant

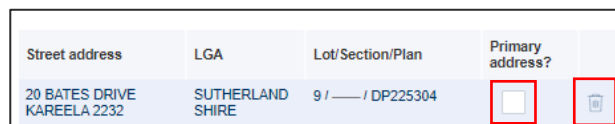
Application details

11. **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.



Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

12. **Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the trash icon.

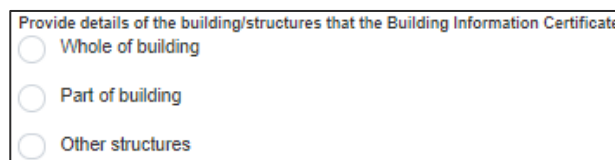


The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.



Summary of planning controls	
Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

13. Provide details of the building/structures that this application applies to.



Submitting an Application for a Building Information Certificate



Applicant

14. Provide a description in the space provided.

List and describe the structures the Building Information Certificate would apply to

15. Indicate why you are applying for this application.

Why are you applying for this certificate?

☐ Property sale/purchase

☐ Regularise unauthorised works

☐ Other

16. If Property sale/purchase is selected, **proceed** to Payer details section.

Why are you applying for this certificate? ★

☒ Property sale/purchase

☐ Regularise unauthorised works

☐ Other

17. If 'Regularise unauthorised work', or 'Other' options are selected, you will be prompted to provide further non-mandatory information.

Why are you applying for this certificate? ★

☐ Property sale/purchase

☒ Regularise unauthorised works

☐ Other

Do the works have:

☐ A compliance investigation being undertaken by council?

☐ A development consent?

☐ A modification consent?

☐ A construction certificate?

☐ None of the above

Note: When selecting Regularise unauthorised work, additional fields to capture the details of the person responsible for constructing items subject to this BIC application will be displayed. It is not mandatory to complete these fields.

Submitting an Application for a Building Information Certificate



Applicant

18. **Enter** the date the works were carried out. If the date is unknown, check the box.

When were the works carried out? *

☐ Unknown

19. **Click** Save and continue.

Save and continue

Payer details

20. **Indicate** if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.

Select the option that is applicable *

☒ Individual

☐ A company, business, government entity or other similar body

Note: You may be required to search to locate the company / business by a keyword. Use the drop-down menu to select a search option.

21. **Click** Save and continue.

Save and continue

Requirements and uploads

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 that you upload all mandatory documentation as required.

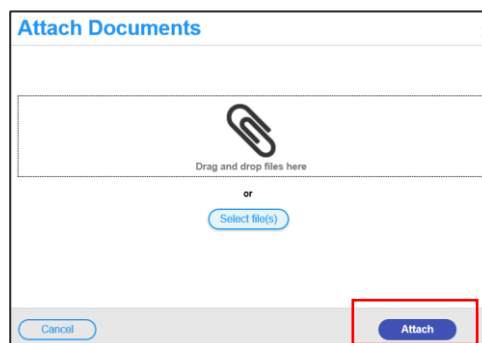
22. **Click** Upload.

Upload

Submitting an Application for a Building Information Certificate

Applicant

23. **Click** select files to search for file and once selected, **click** on the Attach button.



The 'Attach Documents' dialog box shows a file upload area with a paperclip icon and the text 'Drag and drop files here'. Below this is a 'Select file(s)' button. At the bottom, there are 'Cancel' and 'Attach' buttons. The 'Attach' button is highlighted with a red rectangle.

Note: You can also use the drag and drop function to attach files.

24. Ensure the attached files are placed in their appropriate categories.

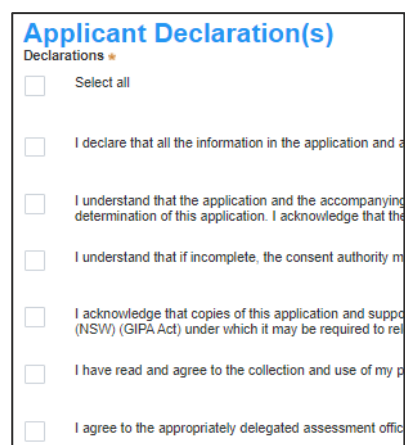
Name *	File	Category
Development Consent	Development Consent.docx	Development consent
Owners Consent	Owners Consent.docx	Owner's consent
Site Plans	Site Plans.docx	Select..

25. **Click** Save and continue.

Save and continue

Reviewing and Submitting

26. After reviewing all the information provided on the application, all applicant declarations must be completed to submit this application.



The 'Applicant Declaration(s)' form contains a list of declarations with checkboxes. The first checkbox is labeled 'Select all'. The other checkboxes are for specific declarations, including 'I declare that all the information in the application and a', 'I understand that the application and the accompanying determination of this application. I acknowledge that the', 'I understand that if incomplete, the consent authority m', 'I acknowledge that copies of this application and supp (NSW) (GIPA Act) under which it may be required to rel', 'I have read and agree to the collection and use of my p', and 'I agree to the appropriately delegated assessment offic'.

27. **Click** Submit.

Submit

Submitting an Application for a Building Information Certificate



Applicant

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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.

© State of New South Wales through Department of Planning, Industry and Environment 2021. The information contained in this publication is based on knowledge and understanding at the time of writing (June 2021). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user's independent adviser. Industry and Environment or the user's independent adviser.