



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 Construction Certificate

Applicant

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

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

- As a related application via an online development (DA)
- Stand-alone (consent application is outside of the NSW Planning Portal)

Follow the instructions below for your required method.

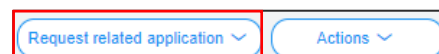
Initiating an application

1. Log in to the NSW Planning Portal and;

- a) For a stand-alone application **select** Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or



- b) Connect to an existing DA application, by first Locating the existing DA, opening that application and **selecting** Request related application.



Click on Request Certificate.



Note: When submitting a related Portal application it links the DA and relevant information entered on the DA will auto-populate to this application so you may not have to complete some of the following steps but rather, you can review the information.

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

Select the certificate action you would like to apply for

☐ Subdivision certificate

☐ Construction certificate

☐ Principal Certifier appointment

☐ Occupation certificate

3. **Select** the Class of development.

Class of development *

The development comprises the following Building

☐ Class 1a [What is this?](#)

☐ Class 1b [What is this?](#)

☐ Class 2 [What is this?](#)

Note: If a Class 2 development is selected, you will be required to meet further obligations in accordance to the *Design and Building Practitioners Act 2020* by nominating Practitioners, enter a Building Work Commencement date after the DA is determined and Lodge relevant Construction-Issued Regulated design documents.

For more information on these processes, refer to our relevant quick reference guides and resources.

4. **Select** whether the application is for the full development or part of the development.

Select the type of certificate you wish to apply for *

☒ Certificate for the full development

☐ Certificate for part of the development

5. **Indicate** if the application is for modification of a current construction certificate.

If Yes, you will be requested to enter details of the current construction certificate under related approval.

Is the application for modification of a current construction certificate? *

☐ Yes

☐ No

6. **Enter** the related approval information.
E.g. If this application is in relation to a DA, then enter the relevant DA information.

Related approval

Which approval type is this certificate in relation to? *

☒ Development Application number (DA)

☐ State determined (SSI / SSD)

Please enter the DA number which is related to this certificate

Note: if the DA number has not yet been given by the council

Was the DA applied for via the NSW Planning Portal? *

☐ Yes

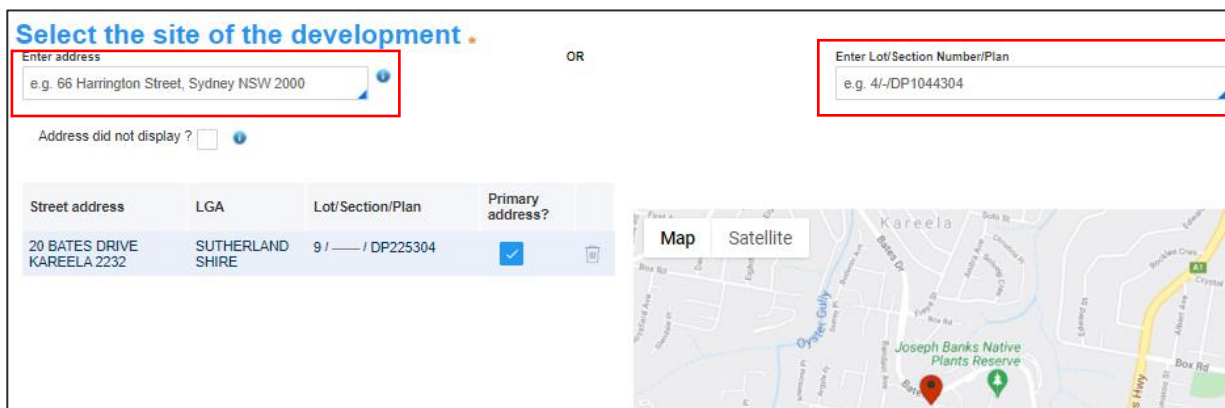
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Note: If this application was created as a related application, then the related application information will be displayed.

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
e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Address did not display ?

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>

Map Satellite

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.

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



Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>

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



Planning controls affecting property

4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

10. **Click Next.**

Next

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Capturing Contact Details

When an application is linked to an online DA, the majority of the information is pre-populated from the DA. You will be required to review and update where necessary.

11. **Review** the applicant details and ensure the information is correct or enter as required;

The form is titled 'Primary Applicant details' and includes a green banner stating 'This person will receive all the system generated notification emails in relation to the application.' Below this, it asks for contact details. A dropdown menu for 'Title' is set to 'Please Select...'. Fields for 'First given name' (Katie), 'Other given name/s', and 'Family name' (Kelly) are present. 'Contact number' is 0233334444 and 'Email' is applicant999@yopmail.com. The 'Address' field contains '20 BATES DRIVE KAREELA 2232'.

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

If you answered Yes,

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

The form asks 'Is the applicant a company?' with radio buttons for 'Yes' (selected) and 'No'. Below are search fields for 'ACN', 'Enter here and search', and a 'Search' button. There are also fields for 'Company name', 'ABN', and 'Trading name'.

13. **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.

The form is titled 'Who owns the development site?' and has four radio button options. The first three are 'I am the sole owner...', 'There are multiple owners...', and 'There are one or more owners...'. The fourth, 'A company, business, government entity or other similar body owns the development site', is selected. Below is a note about NSW planning law. The 'Owners Details' section has an 'Add Owner' button and fields for 'Owner 1', 'Company name', 'Enter registered business name', and 'ABN'.

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

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14. **Indicate** who will be carrying out the construction works.

Who will be doing the building work? *

☒ Licensed Builder

☐ Owner Builder

☐ Not determined at this time (This information will be required prior to work commencing)

Note: If the builder or principal contractor is yet to be determined, skip the next step.

15. **Indicate** if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.

Builder details or Principal Contractor

Select the option that is applicable *

☐ Individual

☒ A Company, Business, Government entity or other similar body.

ACN Enter here and search ☐ Not found? Please select the checkbox

Name

ABN

16. **Indicate** whether the Long Service Levy has been paid.

Have you paid the Long Service Levy?

☐ Yes

☐ No

☐ NA

Note: The long service levy must be paid prior to a construction certificate being issued.

17. **Indicate** whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.

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

☐ Yes

☐ No

18. **Identify** if the payer is an individual or company/business/government entity etc and **enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details

Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: *

Select the option that is applicable : *

☒ Individual

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

Title

First given name

Other given name/s

Family name

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19. **Search** to **enter** the developer details.

The form is titled 'Developer details'. It contains a dropdown menu for 'ACN' with a downward arrow, a text input field with the placeholder 'Enter here and search', a 'Search' button, and a 'Clear' button. Below these are two more text input fields, one labeled 'ABN' and one labeled 'ACN'. At the bottom is a 'Name' label followed by a text input field.

Note: The Developer details will be mandatory if a Class 2 development is selected.

20. **Click** Save and continue.

Save and continue

Capturing Proposed development details

21. **Select** the type(s) of development from the list provided.

The form is titled 'Type of development★'. It lists four options with checkboxes: 'Dwelling' (checked), 'Secondary dwelling', 'Semi-attached dwelling', and 'Dual occupancy'. To the right of each option is a link that says 'What is this?'.

Note: The class of development selected when the application was initiated will be presented. Continue to the next step.

22. **Enter** a detailed description for the development.

The form is titled 'Please provide a detailed description of the development★'. It contains a text input field with the placeholder text 'Demolition of existing building and construction of new single story dwelling.'

23. **Enter** an estimated cost of the development, inclusive of GST.

The form is titled 'Please provide the estimated cost of the development?'. It contains a text input field.

24. **Enter** the total land area in sqm.

The form is titled 'Land area (sqm)★'. It contains a text input field with the value '500'.

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25. **Enter** the current gross floor area (sqm) of the development.

What is the current gross floor area
100

26. **Enter** the gross floor area of the new development when completed.

When complete, what will the gross floor area of the new development be?
120

27. **Enter** the current usage of all parts of the development, for example, residential.

What are the current uses of all parts of the building(s)/land? (if vacant please state)
Residential

28. **Enter** the proposed use of all parts of the buildings, for example, residential.

What is the proposed use of all parts of the building(s)/land?
Residential

29. **Select** whether the building is Attached, Detached (Free standing) or Semi-detached.

Is the proposed building is attached, detached (i.e. free standing) or semi-detached?
<input checked="" type="checkbox"/> Attached
<input type="checkbox"/> Detached (Free-standing)
<input type="checkbox"/> Semi-detached

30. **Enter** the number of dwellings and their bedrooms for the development.
Enter 0 in the non-applicable fields.

Number of one bedroom dwellings in the proposed development★
0
Number of two bedroom dwellings in the proposed development★
0
Number of three bedroom dwellings in the proposed development★
0
Number of four bedroom dwellings in the proposed development★
1

31. **Enter** the height of the development.

Ultimate height of the development (m)
9

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32. Enter the number of pre-existing dwellings on the site.

Number of pre-existing dwellings on site
1

33. Enter the number of dwellings to be demolished.

Number of dwellings to be demolished
1

34. Enter the number of dwellings proposed as part of this certificate.

Number of dwellings proposed as part of this certificate
1

35. Enter the number of proposed storeys.

Number of storeys proposed in the new building(s)
1

36. Enter the number of proposed lots.

Number of proposed lots
1

37. If prompted, **indicate** the materials to be used in the construction process, by selecting the checkboxes next to the relevant materials.

Walls*	Roof*	Floor*
<input type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Concrete (20)
<input type="checkbox"/> Cladding-aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)
<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)

38. **Indicate** if you are proposing to carry out alterations or modifications to existing relevant fire safety systems.

Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?
<input type="radio"/> Yes
<input checked="" type="radio"/> No

Note: If you select 'Yes' for alterations or modifications, you may provide further information, for example, if you change the location of an access panel.

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Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? *		
<input checked="" type="radio"/> Yes		
<input type="radio"/> 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	<input checked="" type="radio"/> Yes <input type="radio"/> No	Change location
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

39. **Indicate** whether fire safety measures will be installed to the building.

Are proposed fire safety measures to be installed in the building?
<input type="radio"/> Yes
<input checked="" type="radio"/> No

Note: If you select 'Yes', you may provide further information, for example, if you are installing an access panel.

Are proposed fire safety measures to be installed in the building? *		
<input checked="" type="radio"/> Yes		
<input type="radio"/> No		
Fire Safety Measure	Is this measure installed in the building?	Please enter proposed standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

40. **Click** Save and continue.

Save and continue

Principal Certifier selection

You can search for the principal certifier by Company name, Trading name, ABN or ACN.

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41. Enter the Principal Certifier details by;

- Selecting** an operator to search by from the list
- Enter** your search term in the space provided then click Search
- Click** on the certifier from the list of options.

ACN ▼
Select...
Company Name
Trading Name
ABN
ACN

Search

Company Name ▼ Sutherland council Search

Company Name ▼ Search

Nominated Principal Certifier details
Company name
SUTHERLAND SHIRE COUNCIL
Trading name
SUTHERLAND SHIRE COUNCIL

Note: The details of the selected certifier will appear below the search field.

42. Click Save and continue.

Save and continue

Uploading 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.

- ### 43. Click Upload and select or drag and drop your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

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.

44. Click Save and continue.

Save and continue

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Reviewing and submitting

45. After reviewing all the information provided on the application, **complete** the applicant declaration.

Declarations *

Applicant declaration

☐ Select all

☐ I declare that all the information in my application and accompanying documents

☐ I understand that the application and the accompanying information will be provided to other State agencies.

☐ I understand that if incomplete, the consent authority may request more information

46. 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.
- 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.

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