



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 an Occupation Certificate



Applicant

To apply for an occupation certificate application 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 an occupation certificate using two different methods:

- As a related application via an online development application (DA) or online complying development certificate (CDC) application
- Stand-alone (consent application is outside of the Portal)

Follow the instructions below for your required method.

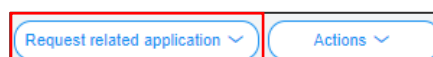
Initiating an application

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/CDC application, by first locating the existing DA/CDC, opening that application and **selecting** Request related application.



- c) **Click** on Request Certificate.



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2. **Select** Occupation 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
- ☐ Subdivision works 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?](#)
- ☐ Class 3 [What is this?](#)

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

Note: If your application is linked to a CDC or DA you may not have to complete some of the following steps but will be prompted instead to review the approval information.

5. **Select** the approval type this certificate application relates to from the options available.

Which approval type is this certificate in relation to? *

- ☒ Development Application consent (DA)
- ☐ Complying Development Certificate (CDC)
- ☐ State determined (SSI / SSD)

6. **Enter** the consent application reference number.

Please enter DA number of the approval which is related to this certificate application

7. **Indicate** if the consent application was applied for via the NSW Planning Portal (for DA and CDC only).
If yes, **enter** the Portal Application Number (PAN) reference.

Was the DA applied for via the NSW Planning Portal?

- ☐ Yes
- ☐ No

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8. **Indicate** whether the consent application has been determined.
If Yes, **enter** the date of determination.

Has the DA been determined? *

☒ Yes

☐ No

Date of determination of the DA Case

9. **Enter** the relevant street address or lot/section number/plan for the OC application.

Once the address has been located by the system, **click** on the Primary address box.

Enter address

2 BELMONT STREET SUTHERLAND 2232

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

10. The information under the Related approval section will be automatically populated from the information submitted on the DA.

Related approval

Which approval type is this certificate in relation to? ⓘ
Development Application consent (DA)

Which approval type is this certificate in relation to? ⓘ
Development Application consent (DA)

Please enter DA number of the approval which is related to this certificate application (please include the DA prefix) ⓘ
DA77777

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

Please provide portal application number (PAN) ⓘ
PAN-881

Has the DA been determined?
Yes

11. **Confirm** the correct address is selected.

Street address	LGA	Lot/Section/Plan	Primary address?
2 BELMONT STREET SUTHERLAND 2232	SUTHERLAND SHIRE	1 / — / DP527333	<input checked="" type="checkbox"/>

Note: The planning controls affecting the property can be viewed by clicking on the arrow toward the bottom of the screen.

Planning controls affecting property

2 BELMONT STREET SUTHERLAND 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential
Height of Building	8.5 m
Floor Space Ratio (n:1)	0.55:1
Minimum Lot Size	550 m ²
Heritage	NA
Local Provisions	Minimum Landscape Area

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12. Click Next.

Next

Note: The following tabs need to be completed step-by-step, starting with Contact Details.

1. Contact Details 2. Proposed development 3. Principal certifying authority 4. Requirements and uploads 5. Review And Submit

Capturing Contact Details

When an application is linked to an online DA or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

13. Review the applicant details and ensure the information is correct. You may update or edit this information where necessary.

14. 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

15. Indicate who owns the development site.

Submitting an application for an Occupation Certificate



Applicant

Note: Depending on the selection made on the previous step, further information may be required to be entered.

- 16. Select** who will be doing the building, for example, Licenced Builder.

Who is doing the building work?

☒ Licenced Builder

☐ Owner Builder

- 17. Enter** the Builder details for Principal Contractor details.

Builder details or Principal Contractor

Title *
Please Select... ▼

First given name *

Other given name/s

Family name *

Contact number
Mobile number preferred

Email *

Address *

Licence number or Permit number (in the case of an owner builder) *

- 18. 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 undertaking the inspection?

☐ Yes

☒ No

- 19. Enter** the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.

Payer details

Fee payment for the assessment, inspection and related costs in issuing this certificate will be made by:

Title *
Please Select... ▼

First given name *

Other given name/s

Family name *

Contact number
Mobile number preferred

Email *

Billing address *

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Applicant

20. **Enter** Developer details. This is not a mandatory field.

Developer details

ACN Enter here and search

ABN ACN

Name

21. **Click** Save and continue.

Save and continue

Note: The next tab is Proposed development and consists of information relating to the development.

1. ☒ Contact Details 2. **Proposed development** 3. ☐ Principal certifying authority 4. ☐ Requirements and uploads 5. ☐ Review And Submit

Capturing Proposed development details

22. **Select** the type of development from the list provided.

Type of development*

☒ Dwelling [What is this?](#)

☐ Secondary dwelling [What is this?](#)

☐ Semi-attached dwelling [What is this?](#)

☐ Dual occupancy [What is this?](#)

23. **Enter** the Class(es) of building under the Building Code of Australia.

Class of development*

The development comprises the following Building Code

☐ Class 1a [What is this?](#)

☐ Class 1b [What is this?](#)

☐ Class 2 [What is this?](#)

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

Please provide a detailed description of the development*

Demolition of existing building and construction of new single story dwelling.

25. **Click** Save and continue.

Save and continue

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Note: The next tab is Principal certifying authority details.

☒ 1. Contact Details

☒ 2. Proposed development

3. Principal certifying authority

4. Requirements and uploads

5. Review And Submit

Capturing Principal Certifier details

26. **Enter** the certifier name. If the certifier is a council certifier, enter the council name.

Principal Certifier

Enter the name of the nominated Principal Certifier of your choice. *

27. **Click** Save and continue.

Save and continue

Note: The next tab is the Requirements and uploads section.

☒ 1. Contact Details

☒ 2. Proposed development

☒ 3. Principal certifying authority

4. Requirements and uploads

5. Review And Submit

Uploading documentation


28. **Click** Upload.

Upload

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

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

Attach Documents


Drag and drop files here

Select file(s)

Cancel

Attach

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30. 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..

31. Click Save and continue.

Save and continue

Note: The final tab is Review And Submit.

✓ 1. Contact Details	✓ 2. Proposed development	✓ 3. Principal certifying authority	✓ 4. Requirements and uploads	5. Review And Submit
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Reviewing and Submitting

32. After reviewing all the information provided on the application, **complete** the applicant and PCA declarations, and the Owner consent.

Declarations *	
Applicant declaration	
<input type="checkbox"/>	Select all
<input type="checkbox"/>	I declare that all the information in my application and accompanying documents is
<input type="checkbox"/>	I understand that the application and the accompanying information will be provided to other State agencies.
<input type="checkbox"/>	I understand that if incomplete, the consent authority may request more information

33. 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/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.

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