

Submit Application to Appoint a Principal Certifier

To apply for a principal certifier appointment application via the NSW Planning Portal, you will need an account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide or video.

You can apply for a principal certifier appointment via the NSW Planning Portal using two different methods:

- Via an online development (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.

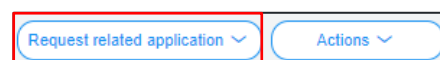
Getting started

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.

If you are stuck and need help during the NSW Planning Portal submission, reach out and call the NSW Planning Portal support team on 1300 305 695.

<p>2. Select the certificate type Principal Certifier appointment.</p>	<div data-bbox="922 264 1283 479"> <p>Certificate type</p> <p>Select the certificate action you would like to apply for *</p> <p><input type="radio"/> Subdivision certificate</p> <p><input type="radio"/> Construction certificate</p> <p><input type="radio"/> Principal Certifier appointment</p> <p><input type="radio"/> Occupation certificate</p> </div>
<p>3. Select the class(es) of development.</p>	<div data-bbox="852 524 1350 712"> <p>Class of development *</p> <p>The development comprises the following Building Code of Australia classes:</p> <p><input type="checkbox"/> Class 1a What is this?</p> <p><input type="checkbox"/> Class 1b What is this?</p> <p><input type="checkbox"/> Class 2 What is this?</p> </div>
<p>Note: If a Class 2 development is selected, you will be required to meet further obligations in accordance to the <i>Design and Building Practitioners Act 2020</i> by nominating Practitioners, enter a Building Work Commencement date after the CDC is determined and Lodge relevant Construction-Issued Regulated design documents.</p> <p>For more information on these processes, refer to our relevant online resources and specific quick reference guides.</p>	
<p>4. Enter the related approval information. E.g. If this application is in relation to a DA, then enter the relevant DA information.</p>	<div data-bbox="896 1028 1305 1368"> <p>Which approval type is this certificate in relation to? *</p> <p><input checked="" type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</p> <p><input type="radio"/> State determined (SSI / SSD)</p> <p>Please enter the DA number which is related to this certificate application:</p> <input type="text"/> <p>Note: if the DA number has not yet been given by the council please</p> <p>Was the DA applied for via the NSW Planning Portal? *</p> <p><input type="radio"/> Yes</p> </div>
<p>Note: If this application was created as a related application, then the related application information will be displayed.</p>	
<p>5. 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.</p>	

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Select the site of the development *

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

OR

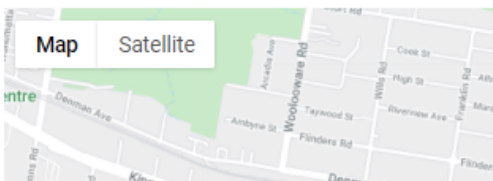
Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Address did not display ? ⓘ

Street address	LGA	Lot/Section/Plan	Primary address?
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		2/-/DP455360 <input checked="" type="checkbox"/>	<input 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.

<p>6. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory.</p> <p>You can delete the address by clicking on the trash icon.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Street address</th> <th style="width: 15%;">LGA</th> <th style="width: 20%;">Lot/Section/Plan</th> <th style="width: 15%;">Primary address?</th> </tr> </thead> <tbody> <tr> <td>21 GREEN STREET CRONULLA 2230</td> <td>SUTHERLAND SHIRE</td> <td>1/-/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>2/-/DP455360 <input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Street address	LGA	Lot/Section/Plan	Primary address?	21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>			2/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>
Street address	LGA	Lot/Section/Plan	Primary address?										
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>										
		2/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>										
<p>7. The Planning controls affecting the property can be viewed by clicking on the arrow next to the site address.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Planning controls affecting property</p> <p>4 DAMEELI AVENUE KIRRAWEE 2232</p> <p>Summary of planning controls</p> <p>Land Application LEP: Sutherland Shire Local Environmental Plan 2015</p> <p>Land Zoning: R2: Low Density Residential</p> </div>												
<p>8. Click Next.</p>	<div style="background-color: #4a7ebb; color: white; padding: 10px 20px; border-radius: 15px; display: inline-block;">Next</div>												

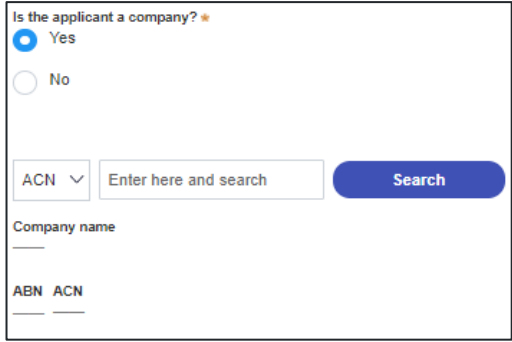
Capturing contact details

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.

<p>9. Review the applicant details and ensure the information is correct or enter as required.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Applicant details</p> <p>Please enter the contact details of the applicant for this application.</p> <p><small>Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the consent</small></p> <p>Title * Mr <input type="text"/></p> <p>First given name * applicant</p> <p>Other given name's <input type="text"/></p> <p>Family name * applicant</p> <p>Contact number 0404040404</p> <p>Email * newda@yopmail.com</p> <p>Address * 2 BELMONT STREET SUTHERLAND 2232</p> </div>
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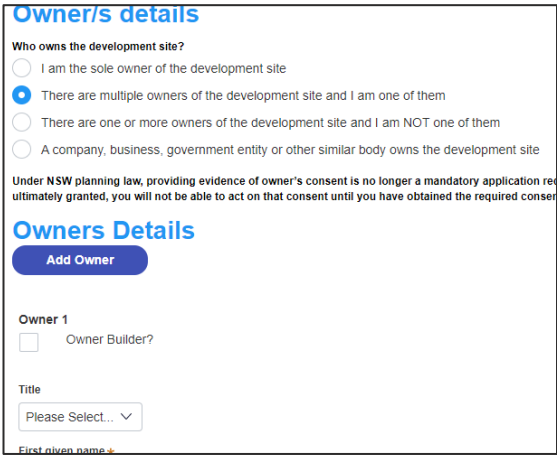
If you are stuck and need help during the NSW Planning Portal submission, reach out and call the NSW Planning Portal support team on 1300 305 695.

10. Indicate if you are applying on behalf of a company.
 If you answered Yes,
a. Search for the company by choosing an operator, ACN, ABN, or Name
b. Enter the search term in the search field
c. Click the search icon
d. Select a result from the list provided.



The screenshot shows a form titled "Is the applicant a company? *". It has two radio buttons: "Yes" (selected) and "No". Below the radio buttons is a search section with a dropdown menu for "ACN", a text input field "Enter here and search", and a blue "Search" button. Underneath, there are fields for "Company name" and "ABN ACN".

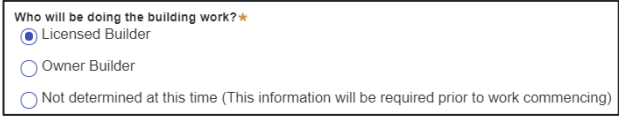
11. Identify the owners of the development site.
 If there are multiple owners, **select** the appropriate button and **click** 'Add Owner'.
 If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** Add Owner.
 If a company or business owns the development site, **enter** the company name and ABN.



The screenshot shows a form titled "Owner/s details". It asks "Who owns the development site?" with three radio button options: "I am the sole owner of the development site", "There are multiple owners of the development site and I am one of them" (selected), and "There are one or more owners of the development site and I am NOT one of them". A fourth option is "A company, business, government entity or other similar body owns the development site". Below this is a note: "Under NSW planning law, providing evidence of owner's consent is no longer a mandatory application requirement. If consent is ultimately granted, you will not be able to act on that consent until you have obtained the required consent from all owners." There is a blue "Add Owner" button. Below that, it says "Owner 1" with a checkbox for "Owner Builder?". There is a "Title" dropdown menu with "Please Select..." and a "First given name" field.

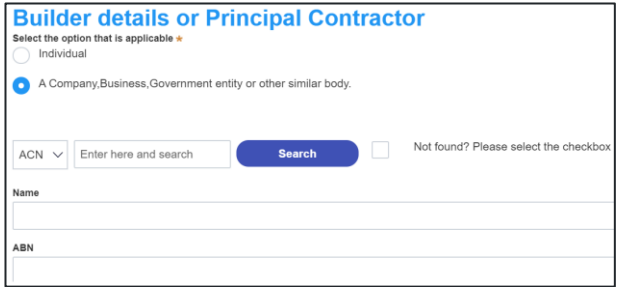
Note: If you are the sole owner of the site, you will not need to provide additional information.

12. Indicate who will be carrying out the building works, or if not determined at this time.



The screenshot shows a form titled "Who will be doing the building work? *". It has three radio button options: "Licensed Builder" (selected), "Owner Builder", and "Not determined at this time (This information will be required prior to work commencing)".

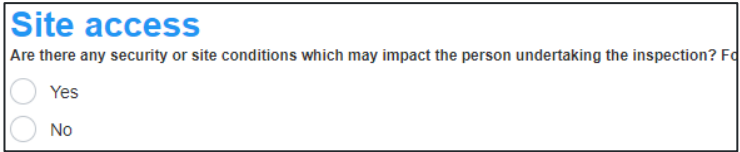
13. Indicate if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.



The screenshot shows a form titled "Builder details or Principal Contractor". It asks "Select the option that is applicable *" with two radio button options: "Individual" and "A Company, Business, Government entity or other similar body." (selected). Below this is a search section with a dropdown menu for "ACN", a text input field "Enter here and search", and a blue "Search" button. There is also a checkbox for "Not found? Please select the checkbox". Below the search section are fields for "Name" and "ABN".

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

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

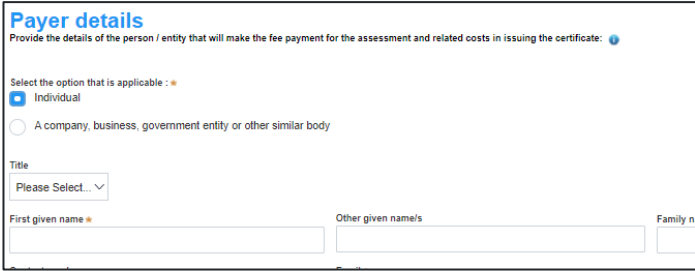
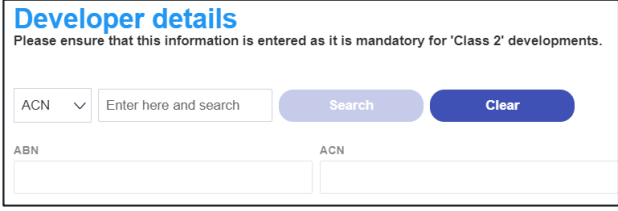



The screenshot shows a form titled "Site access". It asks "Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates or animals?". It has two radio button options: "Yes" and "No".

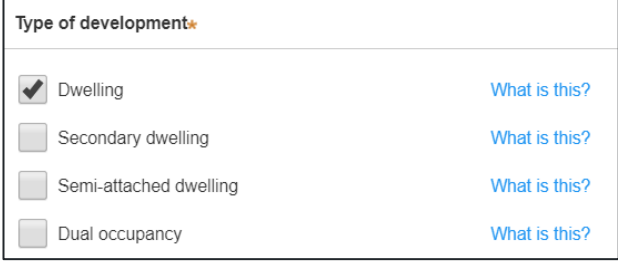
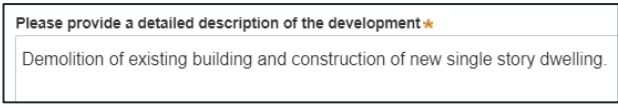

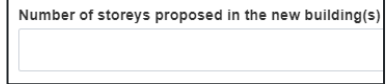

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Post Consent Certificate Applicant



<p>15. 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.</p>	 <p>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: ⓘ</p> <p>Select the option that is applicable : *</p> <p><input checked="" type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> <p>Title Please Select... ▾</p> <p>First given name * <input type="text"/> Other given names <input type="text"/> Family name <input type="text"/></p>
<p>16. Search to enter the developer details.</p>	 <p>Developer details Please ensure that this information is entered as it is mandatory for 'Class 2' developments.</p> <p>ACN ▾ <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>ABN <input type="text"/> ACN <input type="text"/></p>
<p>Note: The developer details are mandatory for all Class 2 developments.</p>	
<p>17. Click Save and continue.</p>	

Capturing Proposed development details

<p>18. Select the type(s) of development from the list provided or if complete, continue to the next step.</p>	 <p>Type of development*</p> <p><input checked="" type="checkbox"/> Dwelling What is this?</p> <p><input type="checkbox"/> Secondary dwelling What is this?</p> <p><input type="checkbox"/> Semi-attached dwelling What is this?</p> <p><input type="checkbox"/> Dual occupancy What is this?</p>
<p>Note: The class of development selected when the application was initiated will be presented. Continue to the next field.</p>	
<p>19. Enter a detailed description for the development or if complete, continue to the next step.</p>	 <p>Please provide a detailed description of the development *</p> <p>Demolition of existing building and construction of new single story dwelling.</p>
<p>20. Enter an estimated cost of the development, inclusive of GST or if complete, continue to the next step.</p>	 <p>Please provide the estimated cost of the development?</p>
<p>21. Enter the number of storeys in the new building.</p>	 <p>Number of storeys proposed in the new building(s)</p>
<p>22. Click Save and continue.</p>	

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Principal Certifier selection

<p>23. Enter the anticipated date the construction work is set to commence from the calendar.</p>	<p>When is it anticipated that the construction work on the site will commence?</p> <input type="text"/>
<p>Note: The anticipated date that an occupation certificate will be sought will automatically populate a date that is six months from the day the application was created.</p>	
<p>24. Enter the anticipated date an occupation certificate will be sought from the calendar.</p>	<p>When is it anticipated that an occupation certificate will be sought for the site?</p> <input type="text" value="26/11/2020"/>
<p>Note: You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.</p>	
<p>25. Enter the Principal Certifier details by;</p> <ul style="list-style-type: none">a. Selecting an operator to search by from the listb. Enter your search term in the space provided then click Searchc. Click on the certifier from the list of options.	<div data-bbox="847 786 1355 943"><p>ACN <input type="text"/> <input type="button" value="Search"/></p><ul style="list-style-type: none">Select...Company NameTrading NameABNACN</div> <div data-bbox="842 969 1361 1037"><p>Company Name <input type="text" value="Sutherland council"/> <input type="button" value="Search"/></p></div> <div data-bbox="869 1064 1332 1249"><p>Company Name <input type="text"/> <input type="button" value="Search"/></p><p>Nominated Principal Certifier details</p><p>Company name SUTHERLAND SHIRE COUNCIL</p><p>Trading name SUTHERLAND SHIRE COUNCIL</p></div>
<p>Note: The details of the selected certifier will appear below the search field.</p>	
<p>26. Click Save and continue.</p>	<input type="button" value="Save and continue"/>

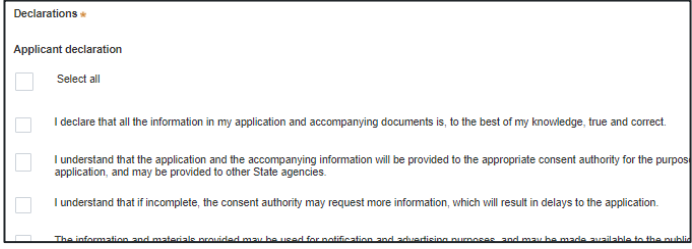

Uploading documentation

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.

<p>27. Click Select file(s) or drag and drop your file(s). Categorise the file type(s) before clicking Attach.</p>	<input type="button" value="Upload"/>
<p>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.</p>	
<p>28. Click Save and continue.</p>	<input type="button" value="Save and continue"/>

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Reviewing and submitting

<p>29. After reviewing all the information provided on the application, complete the applicant declaration.</p>	
<p>30. Click Submit.</p>	

End of steps

What Happens Next?

When the PC Appointment is accepted by your nominated Certifier, you may provide your notice of commencement to notify Council of your intention to commence work through the Actions dropdown menu on the application.

Note: The Notice of Commencement function is only applicable to general applicant account profiles, not for professional account profiles (i.e., developer).

To submit your notice of commencement:

1. Log in to the NSW Planning Portal
2. Open the PC Appointment application in your Active Work
3. Select Intention to commence work from the Actions dropdown menu
4. Complete the short form by nominating the date the work is commencing and click Submit.

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.

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