

# Declaring As-Builts (Final Set) Documents



Practitioner

As part of the *Design and Building Practitioners Act 2020*, developers and practitioners are required to upload and declare As-Builts (final set) documents.

This guide will demonstrate the required steps for the practitioner and/or developer to upload and declare the final set of construction-issued regulated design documents on the NSW Planning Portal.

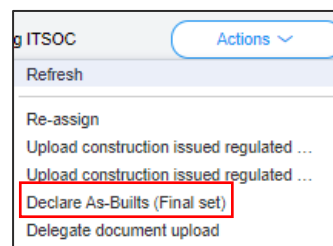
To complete the steps, the Practitioner will need to have an account on the NSW Planning Portal. For assistance on creating an account, please refer to our quick reference guide on the NSW Planning Portal web page.

**Important:** The Declaration of As-Builts (final set) documents can only be performed by the Building Practitioner.

1. From the dashboard, **click** on the Intention to Seek OC (ITSOC) case that requires the As-Built (final set) documents to be uploaded against.



2. **Click** Actions, then **click** Declare As-Builts (Final set) from the options.



3. **Indicate** if you are ready to confirm your As-Built (final set) documents.

Are you ready to confirm your final construction issued regulated designs? (As-built)

Yes

No

**Note:** If No is selected to the above question, the screen will display options to upload further Construction Issued Regulated Design documents.

4. Indicate if the building work complied with the Building Code of Australia.

Has the building work complied with the requirements of the Building Code of Australia.

Yes

No

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**Note:** You will be required to enter steps taken to ensure compliance.

5. **Indicate** if the design has been prepared by a registered design practitioner and the building work is built in accordance with the design.

Has the design been prepared by a registered design practitioner

Yes

No

6. **Indicate** if the design compliance declaration has been obtained in relation to regulated designs used for the building work.

Has a design compliance declaration been obtained in relation to regulated designs

Yes

No

7. **Indicate** if a registered principal design practitioner was appointed in relation to the building work.

Was a registered principal design practitioner appointed in relation to the building work.

Yes

No

8. **Indicate** if a principal compliance declaration has been obtained in relation to the regulated designs and design compliance declarations relating to the building work.

Has a principal compliance declaration been obtained in relation to the regulated designs

Yes

No

9. Complete the check list if appropriate.

Please confirm the following

Copy of each design compliance declaration given under section 9(3)(b) of the Act for a varied

Copy of the varied regulated design.

Copy of each design compliance declaration obtained under section 20(3) of the Act for a new

Copy of the regulated design for the new building element or performance solution.

**Note:** The above checklist is not a mandatory requirement.

10. **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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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 (August 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.