A developer can initiate a Strata Bond case only after an Intent to Seek OC has been submitted and Construction Issued Regulated Design documents have been uploaded.
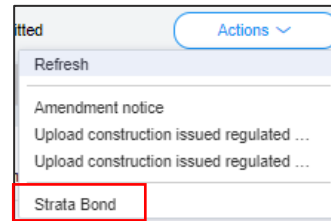
Construction Issued Regulated Design documents must be uploaded before a Strata Bond can be initiated.

Initiating a Case

1. From the dashboard, locate the Intent to Seek OC (ITSOC) case.

ITSOC-2021-26	SUTHERLAND SHIRE	4 DAMEELI AVENUE KIRRAWEE 2232	Pending ITSOC

2. **Click** Actions, then **click** Strata Bond.

itted   Actions ⌄

Refresh

Amendment notice
Upload construction issued regulated …
Upload construction issued regulated …

Strata Bond

Note: Some fields will be pre-populated.

Capturing Contact Details

3. **Indicate** who will be doing the building works.

Who will be doing the building work? *
- Licensed Builder
- Owner Builder
- Not determined at this time (This i
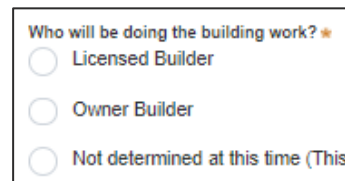
Note: The information in steps 3 and 4 will be pre-populated.

4. **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 | Search | ☐ Not found? Please select the checkbox

Name

ABN

5. **Enter** the contact details of the applicant for this application.

Title
Mr ⌄

First given name ★
Prithvi

Contact number
0452342342

6. **Enter** the owners' corporation details of the applicant for this application.

Title
Mr ⌄

First given name ★
M

7. **Enter** the company details of the owners' corporation.

ACN ⌄ | Enter here and search | Search | ☐

ABN   ACN

Name

Trading Name

8. **Enter** the Strata manager details of the applicant for this application, including the Licence number.

First given name

Contact number
Mobile number preferred

Licence number

Note: The Strata manager details fields are optional.

9. **Click** Continue.

Capturing Project Information

Please note, the site address, type of development and class of development will be pre-populated and cannot be edited.

10. Indicate if the Occupation Certificate been issued.

Has the Occupation certificate been issued?
○ Yes
○ No

Note: The majority of the development information fields are non-mandatory and as such, this guide will skip to the mandatory questions.

11. Enter total number of non-residential lots.

Total no. of non-residential lots *

12. Enter total number of residential lots.

Total no. of residential units *

Bond Information

13. Enter the following:
   a. Strata plan number.
   b. Strata plan registration date.
   c. Deposit plan reference.

Strata plan number

Strata plan registration date

Deposit plan reference
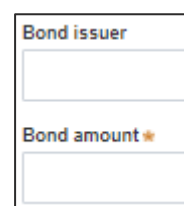
14. Enter the contract price.

Contract price ✱

Note: After submitting the Strata Bond case, the OC Audit team will make contact with the developer regarding possible amendments to the contract price.
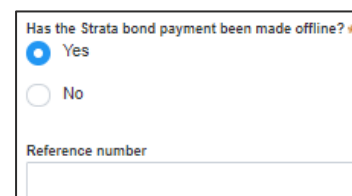
15. Enter the Bond issuer.

Bond issuer

Bond amount ✱

Note: The Bond amount is automatically calculated at 2 per cent of the Contract price.

16. **Indicate** if the Strata bond payment was made offline. If payment was made offline, please provide the payment reference number.

Has the Strata bond payment been made offline? ✱
- ● Yes
- ○ No

Reference number

17. If No is selected to the above question, **click** Continue.
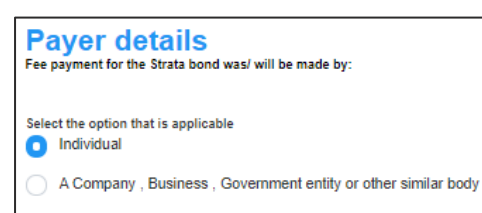
Continue

Note: You will be prompted to make payment after completing the review and submit page.

Capturing Payer Details

18. Complete who has made payment (if already paid) or who will be making payment (if not already paid) the fee payment for the Strata bond.

Payer details
Fee payment for the Strata bond was/ will be made by:
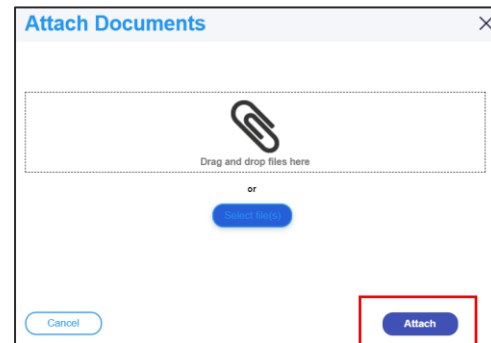
Select the option that is applicable
- ● Individual
- ○ A Company , Business , Government entity or other similar body

Requirements and uploads

19. **Click** Upload.

20. **Click** select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.

21. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.
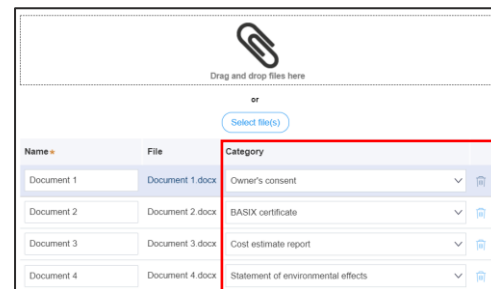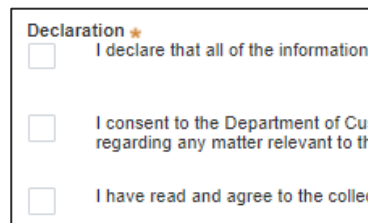

22. **Click** Attach.

23. **Click** Continue.

Reviewing and submitting

24. Complete the Declarations.
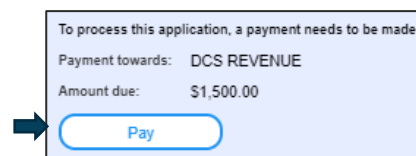
25. **Click** Proceed to pay.
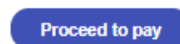
Note: You will be taken to the ServiceNSW payment gateway to sumit payment for the Strata bond.
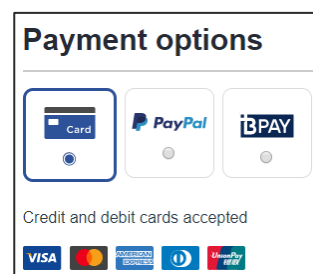
Making a Payment

26. **Click** Pay.

27. **Select** the payment type.

Note: A merchant fee (0.44% to 1.76%) applies for using credit and debit cards.

28. For credit card payments, **enter** the card details.

Card number

0000 0000 0000 0000

Expiry date

MM/YY

Security code

000

29. **Enter** an email address to receive tax invoice.

Email address
Please provide your email address if you wish to receive a tax invoice.

30. **Click** Pay now.

Payment summary

Amount	$1,500.00
Merchant fee including GST (VISA)	$6.60
Total amount	**$1,506.60**

Cancel   Pay now

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.