

# Lodging an Intent to Seek Occupation Certificate (ITSOC)

## Developer

A developer with building work that is approaching completion must give notice of the date they plan to apply for an Occupation Certificate.

Notice is to be given at least six months before the application for an Occupation Certificate is made, and no more than 12 months before the application for an Occupation Certificate is made.

This guide will display the steps required to initiate an Intent to Seek OC on the NSW Planning Portal.

**Important:** The Intention to Seek OC case must be initiated from an existing Building Works Commencement Date Capture and ITSOC case. For instructions on how to initiate the Building Works Commencement Date Capture and ITSOC case, please refer to our quick reference guide on the NSW Planning Portal.

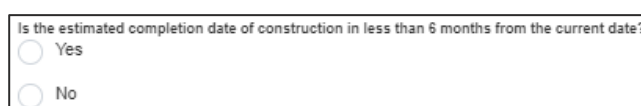
1. From the dashboard, **click** on the existing Building Works Commencement Date Capture & ITSOC case.



2. **Click** Intent to see Occupation Certificate.



3. **Indicate** whether the estimated construction completion date is less than six months from the current date by selecting Yes or No.



A screenshot of a form question: 'Is the estimated completion date of construction in less than 6 months from the current date?'. Below the question are two radio button options: 'Yes' and 'No'. The 'No' option is selected.

**Note:** If the estimated construction completion date is less than six months from the current date, the Secretary will need to be notified within 30 days.

4. If Yes is selected (i.e. the completion date of construction is within six months), provide a reason.

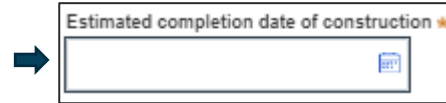


A screenshot of a form field with a dropdown menu. The field title is 'Reason for estimated completion date of construction is less than 6 months \*'. The dropdown menu is open, showing options: 'Please Select', 'Please Select', 'Renovation', and 'Other'. The 'Renovation' option is highlighted. To the right of the dropdown is a date input field with a calendar icon.

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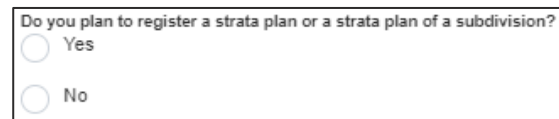
5. If No is selected, enter estimated completion date of construction.



Estimated completion date of construction \*

**Note:** The estimated construction completion date must not be greater than 12 months from the current date.

6. **Indicate** if you plan to register a strata plan or a strata plan of a subdivision.



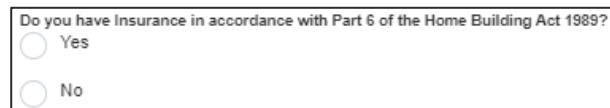
Do you plan to register a strata plan or a strata plan of a subdivision?

Yes

No

**Note:** If No is selected to the above question, the developer will not be able to initiate a Strata Bond case.

7. **Indicate** whether insurance is held in accordance with Part 6 of the Home Building Act 1989.



Do you have insurance in accordance with Part 6 of the Home Building Act 1989?

Yes

No

**Note:** If Yes is selected for the above question, the developer will not be able to initiate a Strata Bond case.

8. **Indicate** if the contract date between the developer and builder is before 1 January 2018.



Is the contract date between the developer and the builder before 1st January 2018?

Yes

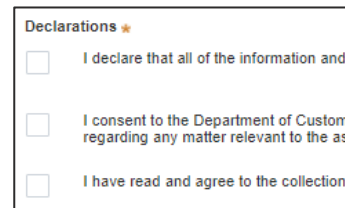
No

**Note:** If Yes is selected for the above question, the developer will not be able to initiate a Strata Bond case.

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9. **Complete** the Declarations.



10. **Click** Submit.

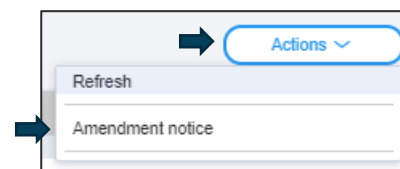


**Note:** Once the Intent to Seek OC has been submitted, the Stata Bond case may be initiated from the Actions menu if applicable.

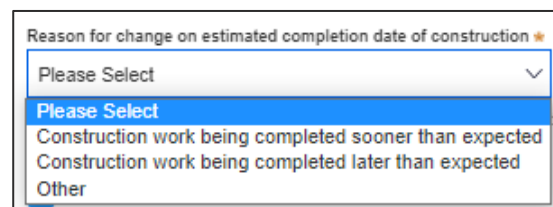
**Note:** An option to make any changes to the estimated construction completion date is available by selecting Amendment notice from the Actions menu as indicated below.

## Assessment

11. **Click** Actions, then click Amendment notice.



12. **Select** a reason for the change to estimated completion date.



13. **Click** Submit.



End of Steps

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## 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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