

Providing Intention to Commence Building Work (for work approved before 1 July 2021)

Developer

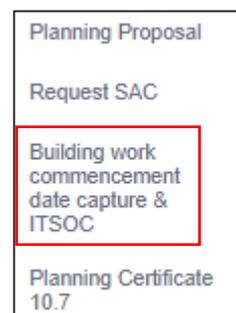
As part of the *Design and Building Practitioners Act 2020*, a developer is required to inform the Secretary of a Building Works Commencement date.

This guide relates to developer obligations where approvals for Complying Development Certificates and Construction Certificates were received before 1 July 2021.

1. After the developer has logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Building work commencement date capture & ITSOC from the list of options.



Note: This will open a new application.

Capturing Developer Details

3. **Enter** the personal details information in the spaces provided.



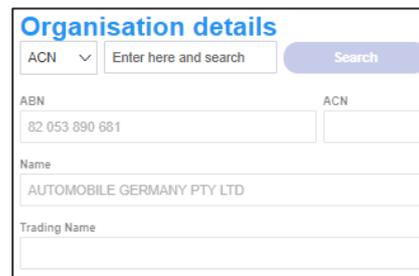
The screenshot shows the 'Personal details' form in the NSW ePlanning portal. The form has the following fields:

- Title: Please Select... (dropdown menu)
- First given name *: Jane
- Other given name/s: (empty text box)
- Family name *: Doe
- Contact Number *: (empty text box)

Providing Intention to Commence Building Work (for work approved before 1 July 2021)

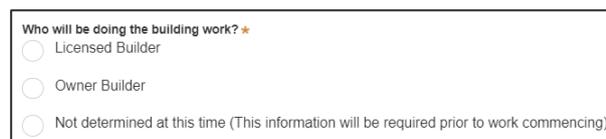
Developer

- 4. The Organisation details will pre-populate based on the organisation details in your user profile.



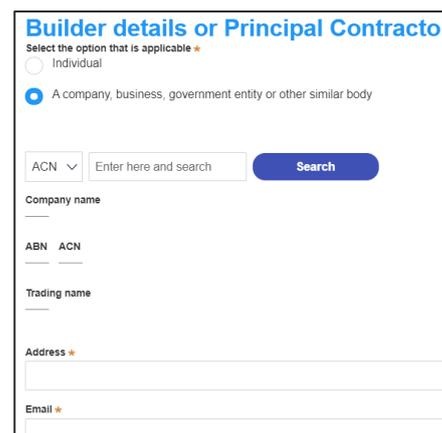
The screenshot shows a form titled "Organisation details". It features a search bar with a dropdown menu for "ACN" and a "Search" button. Below the search bar, there are input fields for "ABN" (containing "82 053 890 681") and "ACN". The "Name" field contains "AUTOMOBILE GERMANY PTY LTD". There is also a "Trading Name" field.

- 5. **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", "Owner Builder", and "Not determined at this time (This information will be required prior to work commencing)".

- 6. **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 starts with a question "Select the option that is applicable" and two radio button options: "Individual" and "A company, business, government entity or other similar body". Below this, there is a search bar with a dropdown menu for "ACN" and a "Search" button. The form includes input fields for "Company name", "ABN", "ACN", "Trading name", "Address", and "Email".

- 7. **Click** Continue.

Continue

Capturing Application Details

- 8. **Indicate** whether this application is in relation to a CDC or DA.



The screenshot shows a form with two radio button options: "Complying Development Certificate (CDC)" and "Development Application number (DA)".

Note: Based on the selection above, further questions will be revealed.

Providing Intention to Commence Building Work (for work approved before 1 July 2021)



Developer

9. **Indicate** the related application was applied for via the NSW Planning Portal.

Was the CDC applied for via the NSW Planning Portal?

Yes

No

Note: If Yes is selected for the above question, the Portal reference number will be required to be entered. If No is selected to the above question, the CDC/DA number will need to be entered.

10. **Enter** the relevant reference number.

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

11. **Enter** the Date of determination.

Date of determination(Certificate Issue Date) *

12. **Enter** the date the building work will commence.

Building work commencement date : *

13. If known, **enter** the NSW Planning Portal principal certifier appointment application (PCA) reference number.

Please provide Planning portal Principal Certifier Appointment(PCA) application reference number :

Note: It is not mandatory to enter the principal certifier appointment application reference number.

14. **Enter** the site of your development using the Address or Lot /Section number/Plan search functionality.

Providing Intention to Commence Building Work (for work approved before 1 July 2021)

Developer

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?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input checked="" type="checkbox"/>



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.

15. **Indicate** the primary address of the development. This field is mandatory. You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
20 BATES DRIVE KAREELA 2232	SUTHERLAND SHIRE	9 / — / DP225304	<input type="checkbox"/>

16. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

> 20 OYSTER BAY ROAD OYSTER BAY 2225

17. **Select** the proposed development type(s) from the list.

Type of development*

Dwelling

Secondary dwelling

Attached dwelling

Semi-attached dwelling

Dual occupancy

Providing Intention to Commence Building Work (for work approved before 1 July 2021)



Developer

18. **Select** the class of development.

<input type="checkbox"/>	Class 1a
<input type="checkbox"/>	Class 1b
<input type="checkbox"/>	Class 2
<input type="checkbox"/>	Class 3
<input type="checkbox"/>	Class 4

Note: A commencement of work date is only applicable to Class 2 developments.

19. **Enter** a detailed description of the development that you are proposing

Please provide a detailed description of the development★
For example: Demolition of existing buildings, construction of a single

Please provide a detailed description of the proposed mod

20. **Enter** the estimated cost of the development.

Please provide the estimated cost of the development?

21. **Enter** the number of storeys of the new building(s).

Number of storeys proposed in the new building(s)

22. **Click** Continue.

Continue

Capturing Practitioner Details

A developer can provide different practitioner information, however as a minimum, a Building practitioner details must be entered. The Design and Building practitioners entered will need to register an account in the NSW Planning Portal to declare certain designs or building work and lodge documents.

Building Practitioner

Note: Only one Building practitioner can be entered.

Providing Intention to Commence Building Work (for work approved before 1 July 2021)



Developer

23. **Click** on the Building practitioner tab.

24. **Click** Add building practitioner, which is located to the right of the screen.

Note: When entering Practitioner details, the screen will display Organisation details and the individual Practitioner details.

25. **Indicate** if your organisation is registered as a Practitioner for class 2 buildings.

Organisation details

26. **Enter** the body corporate registration number.

Note: The body corporate registration details are mandatory if Yes is selected at the previous step.

27. An organisation may be searched for by ABN, ACN or Name.

28. If name is selected as the search option, **enter** the name in the space provided, then **click** Search.

Note: When searching by name, a list of suggestions will appear, however if a search is conducted using ABN or ACN, only one option will appear on the screen.

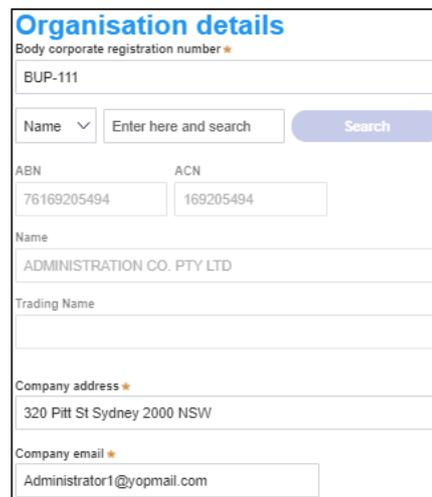
Providing Intention to Commence Building Work (for work approved before 1 July 2021)

Developer

29. Click on the organisation name.

Name	ABN	ACN
ADMINISTRATION CO. PTY LTD	76169205494	169205494
ADMINISTRATION PTY LTD	42134829702	134829702
Adminicorp Pty Ltd	53140478799	140478799
MR ADMIN PTY LTD	03154853424	154853424
4209 ADMINISTRATION PTY LTD	78850395734	650395734

30. The organisation information will pre-populate, such as ABN, and ACN. Enter the company address and email.



Organisation details

Body corporate registration number *

BUP-111

Name Enter here and search

ABN ACN

Name

Trading Name

Company address *

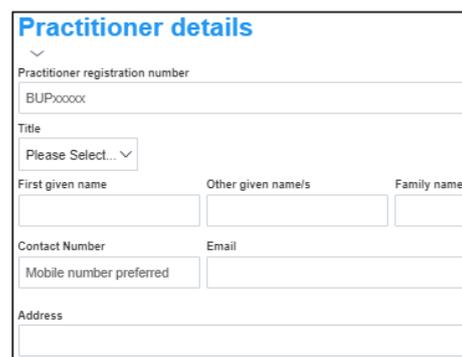
320 Pitt St Sydney 2000 NSW

Company email *

Administrator1@yopmail.com

Practitioner details

31. The individual practitioner details may be entered; however, these fields are not mandatory.



Practitioner details

Practitioner registration number

BUPxxxxx

Title

Please Select...

First given name Other given name/s Family name

Contact Number Email

Mobile number preferred

Address

Design practitioner

Note: Multiple Design practitioners can be entered.

Providing Intention to Commence Building Work (for work approved before 1 July 2021)

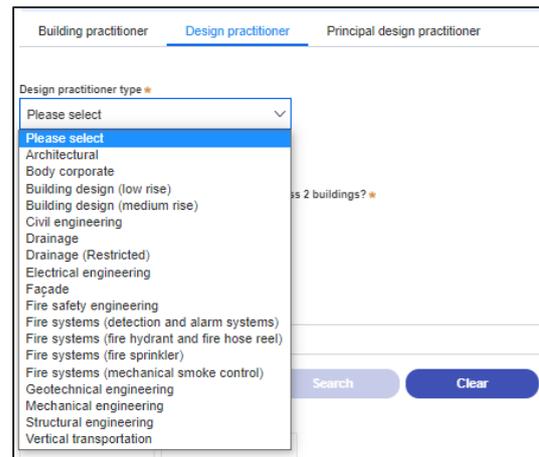
Developer

32. Click on the Design practitioner tab.



Note: Repeat steps 2-8 to enter the Design practitioner details, however an additional selection must be made as indicated below.

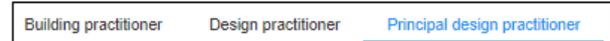
33. Select the Design practitioner type from the list of options.



Principal design practitioner

Note: Only one Principal design practitioner can be entered.

34. Click the Principal design practitioner tab.



Note: Repeat steps 2-8 to enter the Principal design practitioner details.

35. Click Continue.

Continue

Certifier details

Note: You may search for the Certifier by Company name, Trading name, ABN or ACN.

Providing Intention to Commence Building Work (for work approved before 1 July 2021)



Developer

36. Enter the Certifier details by;
- a) **Selecting** an operator to search by from the list
 - b) **Enter** your search term in the space provided then **click** Search
 - c) **Click** on the certifier from the list of options.

Note: The details of the selected certifier will appear below the search field.

37. **Indicate** if the Registered Certifier is the same as the Principal Certifier.

Note: If No is selected above, you will be required to provide details of the Principal Certifier details by repeating step 36.

38. **Click** Continue.

Reviewing and submitting

39. Review the information and when ready, complete the declaration.

40. **Click** Finish.

End of Steps

Providing Intention to Commence Building Work (for work approved before 1 July 2021)



Developer

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.

© 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.