

# Applying for an Occupation Certificate


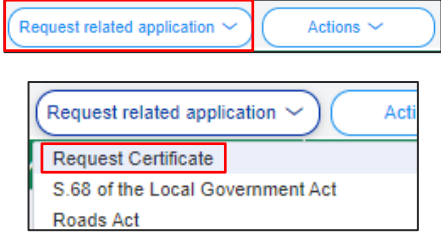

To apply for an occupation certificate application via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our Registering for the NSW Planning Portal quick reference guide.

You can apply for an occupation certificate using two different methods:

- As a related application via an online development application (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

<p>1. Log in to the NSW Planning Portal and;</p> <p>a. For a stand-alone application <b>select</b> Post Consent Certificate (CC, OC, SC, PCA, SWC) from the New menu on the top left of the screen, or</p> <p>b. Connect to an existing DA application, by first Locating the existing DA, opening that application and <b>selecting</b> Request related application.</p> <p><b>Click</b> on Request Certificate.</p>	 
<p><b>Note:</b> When submitting a related Portal application it links the DA or CDC and relevant information entered on the DA or CDC 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.</p>	
<p>2. <b>Select</b> Occupation certificate from the list of options.</p>	

**3. Select the Class of development.**

**Class of development \***

The development comprises the following Building

Class 1a [What is this?](#)

Class 1b [What is this?](#)

Class 2 [What is this?](#)

**Note:** If a Class 2 development is selected, you will need to complete the following tasks:

- Notify the Secretary referred to in the Residential Apartment Buildings (Compliance and Enforcement Powers) Act, 2020 within 6-12 months before the application for the occupation certificate is made on the estimated completion date of construction.
- Occupation Certificate audit is completed and no serious defects exist.
- Lodge a Building Bond under Strata Schemes Management Act 2015 where the number of storeys is four or more.
- Ensure a Principal Certifier Appointment is in place.

**4. Select whether the application is for the full or part of the development.**

**Select the type of certificate you wish to apply for \***

Occupation Certificate for part of the development

Occupation Certificate for the full development

**5. Enter the related approval information.**  
E.g. If this application is in relation to a DA, then enter the relevant DA information.

**Related approval**

Which approval type is this certificate in relation to? \*

Development Application number (DA)

State determined (SSI / SSD)

Please enter the DA number which is related to this certificate

**Note: if the DA number has not yet been given by the council**

Was the DA applied for via the NSW Planning Portal? \*

Yes

**Note:** If this application was created as a related application, then the related application information will be displayed.

**6. 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.

**Select the site of the development \***

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

OR

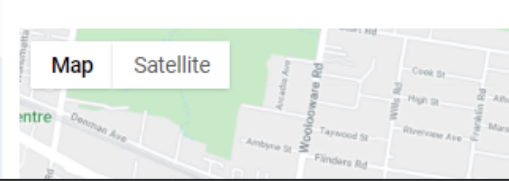
Enter Lot/Section Number/Plan

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 checked="" type="checkbox"/>

Map Satellite



# Post Consent Certificate Applicant



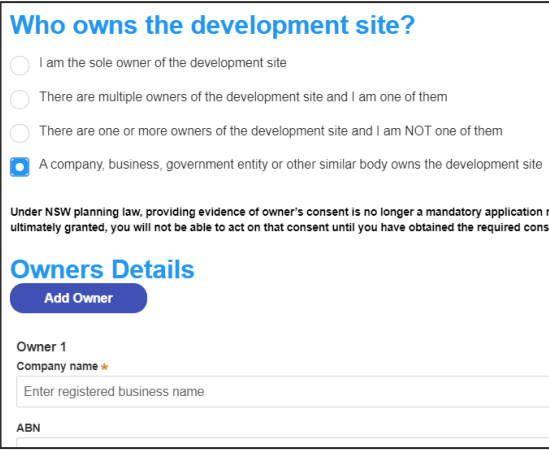
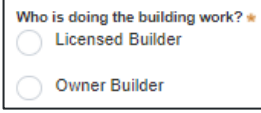
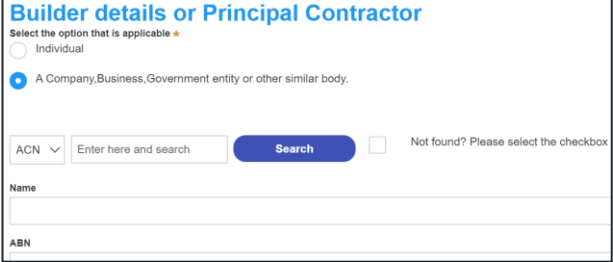
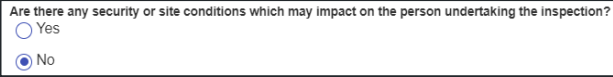
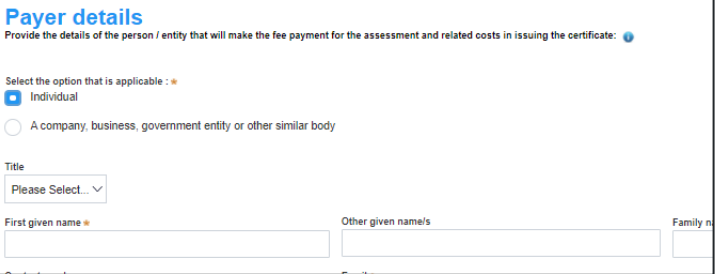
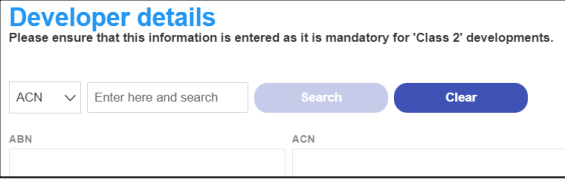
**Note:** When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information.

<p>7. <b>Indicate</b> the primary address and relevant lot(s) of the development. These fields are mandatory.</p> <p>You can delete the address by <b>clicking</b> on the trash icon.</p>	
<p>8. The Planning controls affecting the property can be viewed by <b>clicking</b> on the arrow next to the site address.</p>	
<p>9. <b>Click Next.</b></p>	

## Capturing contact details

When an application is linked to an online DA or CDC, the majority of the information is prepopulated from the consent application. You will be required to review and update where necessary.

<p>10. <b>Review</b> the applicant details and ensure the information is correct or <b>enter</b> as required.</p>	
<p>11. <b>Indicate</b> if you are applying on behalf of a company.</p> <p>If you answered Yes,</p> <ol style="list-style-type: none"> <li>Search for the company by choosing an operator, ACN, ABN, or Name</li> <li>Enter the search term in the search field</li> <li>Click the search icon</li> <li>Select a result from the list provided.</li> </ol>	

<p>12. <b>Identify</b> the owners of the development site.</p> <p>If there are multiple owners, <b>select</b> the appropriate button and <b>click</b> 'Add Owner'.</p> <p>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 <b>clicking</b> Add Owner.</p> <p>If a company or business owns the development site, <b>enter</b> the company name and ABN.</p>	
<p><b>Note:</b> If you are the sole owner of the site, you will not need to provide additional information.</p>	
<p>13. <b>Indicate</b> if the building works is being carried out by a Licensed Builder or Owner Builder.</p>	
<p>14. <b>Indicate</b> if the Builder or Principal Contractor details are for an individual or company, business, government entity and <b>enter</b> the relevant information.</p>	
<p>15. <b>Indicate</b> if there are any security or site conditions which may impact the inspection, for example, locked gates or animals.</p>	
<p>16. <b>Identify</b> if the payer is an individual or company/business/government entity etc and <b>enter</b> the relevant payer details for fees payable for assessment, inspection, and related costs in issuing this certificate.</p>	
<p>17. <b>Search</b> to <b>enter</b> the developer details.</p>	

**Note:** The developer details are mandatory for all Class 2 developments.

18. Click Save and continue.

Save and continue

## Capturing Proposed development details

19. Select the type of development from the list provided.

Type of development\*

<input checked="" type="checkbox"/> Dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Secondary dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Semi-attached dwelling	<a href="#">What is this?</a>
<input type="checkbox"/> Dual occupancy	<a href="#">What is this?</a>

**Note:** The class of development selected when the application was initiated will be presented. Continue to the next step.

20. Enter a detailed description of the development.

Please provide a detailed description of the development \*

For example: Demolition of existing buildings, construction

21. Click Save and continue.

Save and continue

## Capturing Principal Certifier details

You can search for the Principal Certifier by Company name, Trading name, ABN or ACN.

22. Enter the Principal Certifier details by;

- Selecting an operator to search by from the list
- Enter your search term in the space provided then click Search
- Click on the certifier from the list of options.

ACN

Select...  
Company Name  
Trading Name  
ABN  
ACN

Company Name

Company Name

Nominated Principal Certifier details  
Company name  
SUTHERLAND SHIRE COUNCIL  
Trading name  
SUTHERLAND SHIRE COUNCIL

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

23. Click Save and continue.

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.

24. Click Select file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

**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.

25. Click Save and continue.

Save and continue

## Reviewing and submitting

26. After reviewing all the information provided on the application, **complete** the applicant declaration.

Declarations \*

Applicant declaration

Select all

I declare that all the information in my application and accompanying documents is

I understand that the application and the accompanying information will be provided to the Principal Certifier, and may be provided to other State agencies.

I understand that if incomplete, the consent authority may request more information

27. 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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.