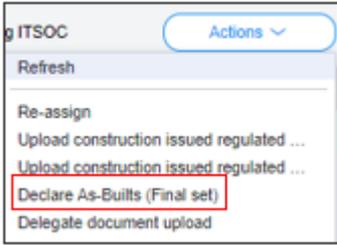


# Declare As-Builts (Final Set)

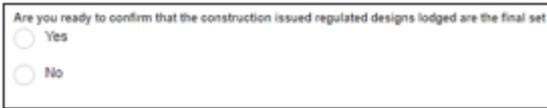
As part of the Design and Building Practitioners Act 2020, Building Practitioners (BP) are required to declare the As-Builts (final set) Construction Issued Regulated Design (CIRD) documents.

This guide will demonstrate how the BP can declare the As-Builts on the NSW Planning Portal.

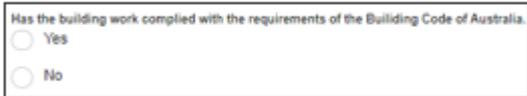
**Note:** The Declaration of As-Builts (final set) documents can only be performed by the Building Practitioner.

<p>1. From the dashboard, <b>click</b> on the Intention to Seek OC (ITSOC) case that requires the As-Built (final set) CIRD documents.</p>	 <p>The screenshot shows a case titled 'ITSOC-2021-27' for 'SUTHERLAND SHIRE' at '4 DAMEELI AVENUE, KIRRAVEE 2232'. The status is 'Awaiting Designs'.</p>
<p>2. <b>Click</b> Actions, then <b>click</b> Declare As-Builts (Final set) from the options.</p>	 <p>The screenshot shows the 'Actions' dropdown menu for an ITSOC case. The option 'Declare As-Builts (Final set)' is highlighted with a red box.</p>

**Note:** The option to Declare As-Builts (final set) will only appear once the Appropriate practitioner has uploaded and lodged at least the initial set of design documents.

<p>3. <b>Indicate</b> if you are ready to confirm your As-Built (Final set) documents.</p>	 <p>The screenshot shows a question: 'Are you ready to confirm that the construction issued regulated designs lodged are the final set?' with radio buttons for 'Yes' and 'No'.</p>
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**Note:** If you select No above, the system will allow you the opportunity to upload and lodge further design variation documents. Please follow the steps to uploading design variation documents, keeping in mind that the submission from this screen will upload and lodge the documents as declared designs.

<p>4. Indicate if the building work complied with the Building Code of Australia.</p>	 <p>The screenshot shows a question: 'Has the building work complied with the requirements of the Building Code of Australia?' with radio buttons for 'Yes' and 'No'.</p>
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**Note:** You will be required to enter steps taken to ensure compliance.

<p>5. <b>Indicate</b> if the design has been prepared by a registered design practitioner and the building work is built in accordance with the design.</p>	 <p>The screenshot shows a question: 'Has the design been prepared by a registered design practitioner?' with radio buttons for 'Yes' and 'No'.</p>
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**Note:** If No is selected to questions 6-9, you must provide reasons in the space provided.

# Declare As-Builts (Final Set)

## Building Practitioner



<p>6. <b>Indicate</b> if the design compliance declaration has been obtained in relation to regulated designs used for the building work.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Has a design compliance declaration been obtained in relation to regulated designs</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
<p>7. <b>Indicate</b> if a registered principal design practitioner was appointed in relation to the building work.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Was a registered principal design practitioner appointed in relation to the building work.</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
<p>8. <b>Indicate</b> if a principal compliance declaration has been obtained in relation to the regulated designs and design compliance declarations relating to the building work.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Has a principal compliance declaration been obtained in relation to the regulated designs</p><p><input type="radio"/> Yes</p><p><input type="radio"/> No</p></div>
<p>9. Declaration and Final BP document can be uploaded by selecting the relevant document folder, then uploading as required.</p>	<div style="border: 1px solid black; padding: 5px;"><p>Document folder: Declaration <input type="button" value="Upload"/> Declare designs? <input checked="" type="checkbox"/></p><p>Document type: <input type="button" value="Please select"/> Declaration Final BP documents</p></div>
<p><b>Note:</b> The Declare designs checkbox will be displayed as read only and by default, any documents uploaded at this step are considered declared designs.</p>	
<p>10. <b>Complete</b> the relevant checklists (not mandatory).</p>	<div style="border: 1px solid black; padding: 5px;"><p>Please confirm the following</p><p><input type="checkbox"/> Copy of each design compliance declaration given under section 9(3)(b) of the Act</p><p><input type="checkbox"/> Copy of each design compliance declaration obtained under section 20(3) of the Act</p><p><input type="checkbox"/> Copy of the contractor document</p><p><input type="checkbox"/> Copy of the variation statement</p><p><input type="checkbox"/> Copy of other regulated designs</p></div>
<p>11. <b>Click</b> Submit.</p>	<div style="text-align: center;"><input type="button" value="Submit"/></div>

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.