

Submit application for Occupation Certificate for class 2

An Occupation Certificate (OC) application for a Class 2 development can only be initiated after the following actions have been completed:

- Final set is declared by the Building Practitioner.
- The OC Audit team approves the Intention to Seek OC (ITSOC).
- The Strata Bond (if required) is approved.

If the development is exempt from Design and Building Practitioners Act 2020, there will be no actions required by the practitioner, hence no need to declare a final set.

To apply for an OC 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.

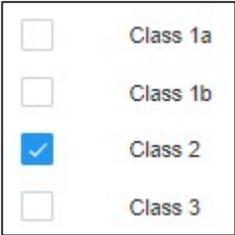
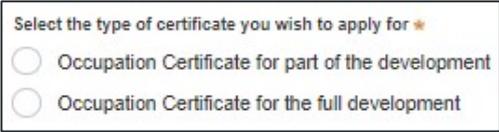
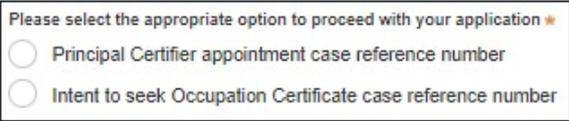
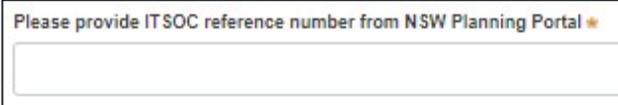
Initiate application

<p>1. Log in to the NSW Planning Portal and</p> <p>a) For a stand-alone application select 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/CDC application, by first locating the existing DA/CDC, opening the application, then selecting Request related application.</p>	

Occupation Certificate

Applicant / Developer



<p>c) Click on Request Certificate.</p>	
<p>Note: When submitting a related application, most of the information entered on the DA or CDC will auto populate to this OC application.</p>	
<p>2. Select Occupation certificate from the list of options.</p>	
<p>3. Select Class 2 as the Class of development.</p>	
<p>4. Select whether the application is for the full development or part development.</p>	
<p>5. Indicate if this application proceeds from a PC Appointment or ITSOC application.</p>	
<p>6. Enter the relevant portal reference number (e.g. ITSOC or PCA).</p>	

Note: If either Principal Certifier or Intent to Seek OC options are selected above, you will be required to enter the relevant reference number. When a valid reference number is entered, the system will conduct a validation and display the related approval details, including the site of the development. If the system cannot validate the ITSOC case, an error message will be displayed.

The information below reflects the related information, which is propagated from the reference number entered in the previous field and is displayed as 'read only', displaying important information such as determination information and whether the application is exempt or not from DBP Act 2020.

Related approval

Which approval type is this certificate in relation to? ⓘ
Complying Development Certificate (CDC)

Please enter CDC number of the approval which is related to this certificate application (please include the CDC prefix) ⓘ
CDC-5372

Was the CDC applied for via the NSW Planning Portal?
Yes

Please provide portal application number (CDC) ⓘ
CDC-5372

Has the CDC been determined?
Yes

Please enter the date the construction certificate or CDC was issued
23/03/2022

Is the development exempt from Design and Building Practitioners Act 2020 ? ⓘ
Yes

7. Click Next.

[Next](#)

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>8. Review the applicant details and ensure the information is correct. You may update or edit this information where necessary.</p>	<p>Applicant details Please enter the contact details of the applicant for this application. Please note that the nominated person/ company is the legal applicant for the application. The applicant must be the property owner or a person with benefit of the consent</p> <p>Title <input type="text" value="Mr"/></p> <p>First given name <input type="text" value="applicant"/> Other given names <input type="text"/> Family name <input type="text" value="applicant"/></p> <p>Contact number <input type="text" value="0404040404"/> Email <input type="text" value="newda@yopmail.com"/></p> <p>Address <input type="text" value="2 BELMONT STREET SUTHERLAND 2232"/></p>
<p>9. Indicate if the applicant is a business or company.</p>	<p>Is the applicant a business or company?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>If you answered Yes</p> <ul style="list-style-type: none"> • Search for the company by choosing an operator, ACN, ABN, or Name • Enter the search term in the search field • Click the search icon • Select a result from the list provided 	<p>ACN <input type="text"/> Enter here and search <input type="button" value="Search"/> <input type="checkbox"/> Not found? Please select the checkbox to enter details manually.</p> <p>Name <input type="text"/></p> <p>ABN <input type="text"/></p> <p>ACN <input type="text"/></p> <p>Trading Name <input type="text"/></p>

<p>10. Indicate who owns the development site.</p>	<p>Who owns the development site? *</p> <p><input checked="" type="radio"/> I am the sole owner of the development site</p> <p><input type="radio"/> There are multiple owners of the development site and I am one of them</p> <p><input type="radio"/> There are one or more owners of the development site and I am NOT one of them</p> <p><input type="radio"/> A company, business, government entity or other similar body owns the development site</p>
<p>Note: Depending on the selection made on the previous step, further information may be required to be entered.</p>	
<p>11. Select who will be doing the building, for example, Licenced Builder.</p>	<p>Who is doing the building work?</p> <p><input checked="" type="radio"/> Licensed Builder</p> <p><input type="radio"/> Owner Builder</p>
<p>12. Indicate whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.</p>	<p>Are there any security or site conditions which may impact on the person undertaking the inspection?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>
<p>13. Enter the relevant payer details for fees payable for assessment, inspection, and related costs in issuing this certificate.</p>	<p>Title</p> <p>Please Select... ▾</p> <p>First given name *</p> <p>Developer</p> <p>Contact Number</p> <p>0234242524</p>
<p>14. Enter Developer details.</p>	<p>Developer details</p> <p>ACN ▾ Enter here and search Search Clear</p> <p>ABN ACN</p> <p>Name</p>
<p>Note: Developer information will auto populate, however this information editable.</p>	
<p>15. Click Save and continue.</p>	<p>Save and continue</p>

Proposed development details

Note: The Proposed development details page is auto populated from the ITSOC case, it is a read only page and contains the following fields:

- Type of development.
- Class of development.
- Detailed description of the development.
- Building work commencement date.

<p>16. Click Save and continue.</p>	<p>Save and continue</p>
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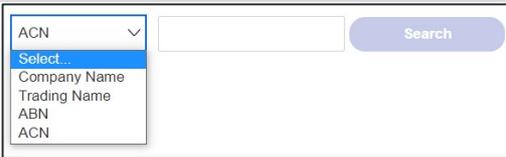
Practitioner details

Note: The Practitioner details page is auto populated from the ITSOC case and this information is able to be edited by the applicant / developer. If the application was exempt from DBP Act 2020, it is permissible for the Practitioner details to remain blank when the OC application is submitted.

Note: After the OC application is submitted, the applicant/developer can update Practitioner details using the Edit Practitioner option via the Actions menu.

17. Click Save and continue.	
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Principal Certifier details

18. Enter the Principal Certifier details.	
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Note: You can search for the principal certifier by Company name, Trading name, ABN or ACN.

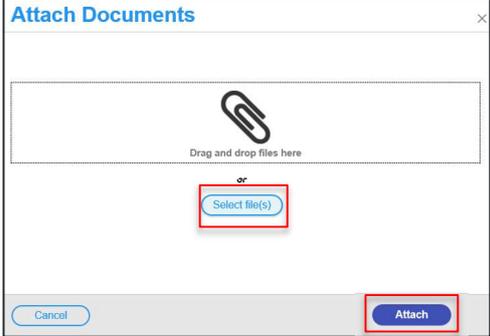
19. Enter the details in the space provided, then click Search.	
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20. Click on the certifier from the list of options.

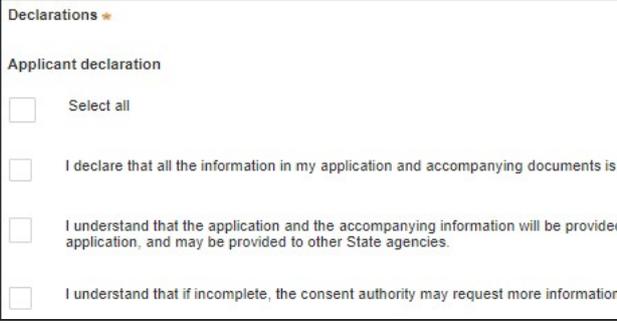
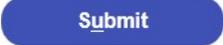
Note: The details of the selected certifier will appear below the search field.	
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21. Click Save and continue.	
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Uploading documentation

22. Click Upload.	
<p>23. Click select files to search for file and once selected, click on the Attach button.</p> <p>Note: You can also use the drag and drop feature to attach files.</p>	
24. Ensure the attached files are placed in their appropriate categories.	
25. Click Save and continue.	

Review and Submit

26. After reviewing all the information provided on the application, complete the applicant and PCA declarations, and the Owner consent.	
27. Click 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.