

# Submit remediation works application

When remediation works are required for a class 2 building, applicants can initiate and submit a remedial works application on the NSW Planning Portal. The application will require practitioners to access the case and lodge design documents. This guide will demonstrate the steps required for an applicant to submit the application and nominate practitioners.

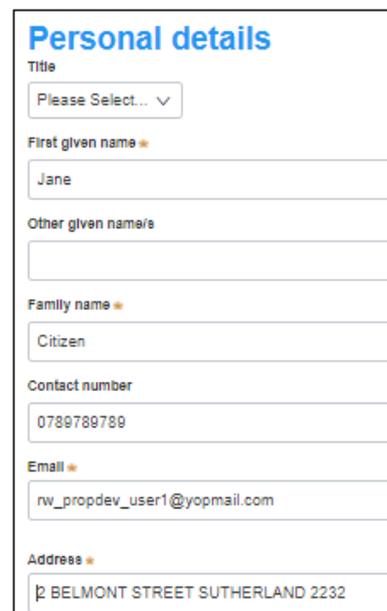
## Initiate application

1. Log in to the NSW Planning Portal and **click** Remediation Works from the menu.



## Applicant details

2. **Enter** the personal details.



The form is titled 'Personal details' and contains the following fields:

- Title: Please Select... (dropdown menu)
- First given name: Jane
- Other given name/s: (empty field)
- Family name: Citizen
- Contact number: 0789789789
- Email: nw\_propdev\_user1@yopmail.com
- Address: BELMONT STREET SUTHERLAND 2232

3. **Enter** organisation details if applicable by using the search function for the organisation Name, ABN or ACN.



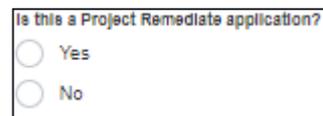
**Note:** If your applicant account is connected to an organisation, the organisation information will pre-populate.

4. **Click** Continue.

Continue

## Application details

5. **Indicate** if this application is for Project Remediate.



**Note:** Project remediate is a three year program to help remove combustible cladding on high risk apartment (class 2) buildings known to the NSW Cladding Taskforce. To proceed with the remediation works application, you must select 'No' to the above question.

Selecting Yes above will take you to the Project Remediate workflow. To view the steps to submit a Project Remediate application, refer to the quick reference guide 'Submit Project Remediate Application'.

6. **Select** the application type.



**Note:** The application type selected above will determine the information to be captured below.

## Development Control Order

Remediation works based on a Development Control Order issued by DPE, DPE Alpine or Local Council.

7. **Select** Development Control Order (DCO).



<p>a. <b>Indicate</b> who will be the consent authority for the application.</p>	<p>Please select the consent authority for this application</p> <p><input type="radio"/> Minister of Planning</p> <p><input type="radio"/> Minister of Planning - Alpine</p> <p><input type="radio"/> Council</p>
<p>b. <b>Provide</b> the DCO reference number if available.</p>	<p>Please provide Development Control Order (DCO) reference number</p> <input type="text"/>
<p>c. <b>Enter</b> the DCO date of issue if available.</p>	<p>DCO Date of Issue</p> <input type="text"/>
<p>d. <b>Enter</b> the Building work commencement date.</p>	<p>Building work commencement date *</p> <input type="text"/>

### Owners Corporation – Renovation, remedial or protective treatment work

This information will be entered by either the Remediation Consultant or Practitioner.

<p><b>8. Select</b> Owner’s corporation.</p>	<p>What is your application type? *</p> <p><input type="radio"/> Development Control Order (DCO)</p> <p><input checked="" type="radio"/> Owner's Corporation - Renovation, remedial or protective treatment work</p> <p><input type="radio"/> Crown Development</p>
<p>a. <b>Enter</b> the Strata Plan Number.</p>	<p>Strata plan number</p> <input type="text"/>
<p>b. <b>Enter</b> the Building work commencement date.</p>	<p>Building work commencement date *</p> <input type="text"/>

### Crown Development

New Crown Development or Remediation work by Land and Housing Corporation (LAHC).

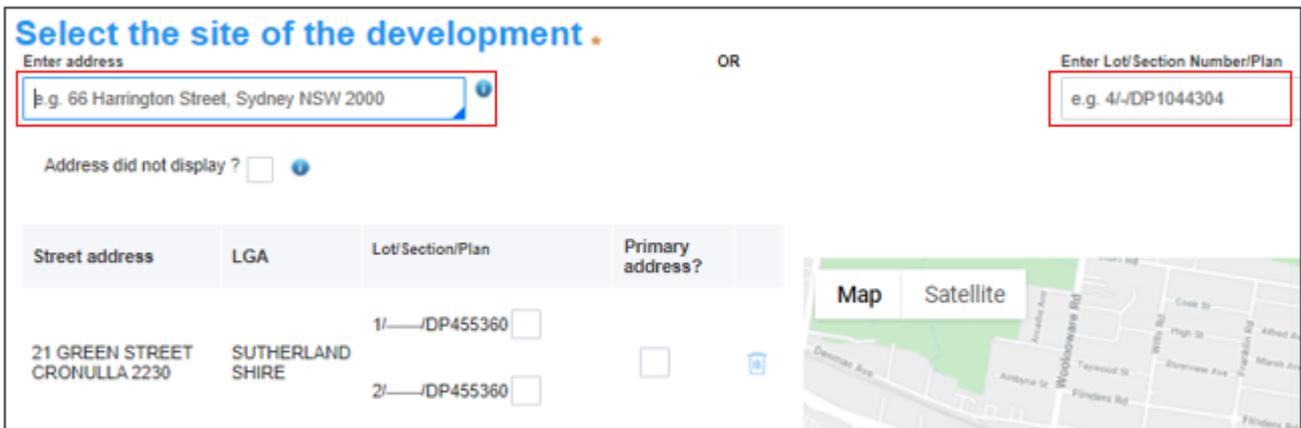
**Note:** When Crown Development is selected, a question will appear after selecting the class of development, where you will be required to indicate if the development is exempt from Design and Building Practitioners Act 2020.

<p><b>9. Select</b> Crown Development.</p>	<p>What is your application type? *</p> <p><input type="radio"/> Development Control Order (DCO)</p> <p><input type="radio"/> Owner's Corporation - Renovation, remedial or protective treatment work</p> <p><input checked="" type="radio"/> Crown Development</p>
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<p>a. Enter the job reference approval number.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Job reference approval number</p> <input type="text"/> </div>
<p>b. Enter the approval date.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Approval date</p> <input type="text"/> </div>
<p>c. Enter Building work commencement date.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Building work commencement date *</p> <input type="text"/> </div>

**Note:** The building work commencement date can be amended once the application has been submitted, via the Actions menu.

10. Enter the site of the development using the Address or Lot/Section/Plan search functionality.



**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

11. **Indicate** the relevant Lot/DP and primary address of the development. This field is mandatory.

You can delete the address by **clicking** on the trash icon



12. **Select** the Class of development.

**Class of development\***

The development comprises the following Building Code of Australia classes:

- Class 1a [What is this?](#)
- Class 1b [What is this?](#)
- Class 2 [What is this?](#)
- Class 3 [What is this?](#)

<p><b>13. Indicate</b> if the development is exempt from the Design and Building Practitioners Act 2020.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is the development exempt from Design and Building Practitioners Act 2020 ?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p><b>14.</b> If Yes is selected, <b>select</b> the reason for the exemption from the list of options.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please select the reasons as to why the development is exempt *</p> <p>Select... <span style="float: right;">▼</span></p> </div>
<p><b>Note:</b> You will only be required to complete steps 13 and 14 if Crown Development application type is selected.</p>	
<p><b>15. Enter</b> a detailed description of the development in the space provided.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide a detailed description of the development *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
<p><b>16.</b> Provide an estimated cost of development (inclusive of GST).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide the estimated cost of the development?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
<p><b>17. Click</b> Continue.</p>	<div style="border: 1px solid black; border-radius: 15px; background-color: #0056b3; color: white; padding: 10px 20px; display: inline-block;">Continue</div>

## Nominating Practitioners

There are three types of Practitioner profiles that can be nominated for a class 2 development:

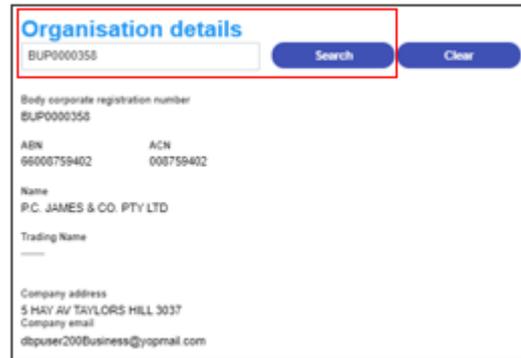
- Building practitioner
- Design practitioner
- Principal design practitioner

### Building Practitioner

It is mandatory to nominate a Building Practitioner.

<p><b>18. Click</b> on the Building Practitioner tab.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="display: flex; justify-content: space-between; align-items: center;"> <span style="border-bottom: 2px solid #0056b3; padding-bottom: 2px;">Building practitioner</span> <span>Design practitioner</span> <span>Principal design practitioner</span> </p> </div>
<p><b>19. Click</b> Add building practitioner, which is located to the right of the screen.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="display: flex; justify-content: space-between; align-items: center;"> <span>Collapse All</span> <span style="border: 1px solid #0056b3; border-radius: 15px; padding: 5px 15px; background-color: #0056b3; color: white;">+ Add building practitioner</span> </p> </div>
<p><b>Note:</b> When entering Practitioner details, the screen will display Organisation details and the individual Practitioner details.</p>	
<p><b>20. Indicate</b> if your organisation is registered as a Practitioner for class 2 buildings.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is your organisation registered as Practitioner for class 2 buildings? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>

a. If Yes is selected, you will be required to enter the registration number (e.g., BUPxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details as indicated.



**Organisation details**

BUP000358

Body corporate registration number  
BUP000358

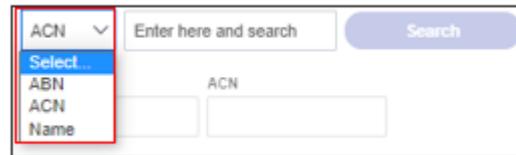
ABN 66000759402 ACN 000759402

Name  
P.C. JAMES & CO. PTY LTD

Trading Name  
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Company address  
5 HAY AVE TAYLORS HILL 3037  
Company email  
dbpuser200Business@yahoo.com

b. If No is selected, you may search for an organisation by using their ABN, ACN or Name, then clicking search.



ACN  Enter here and search

Select...

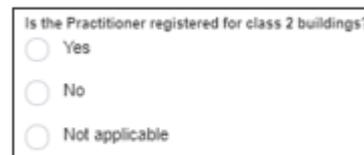
ABN

ACN

Name

**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.

21. When nominating individual practitioners within the organisation, there are three options:



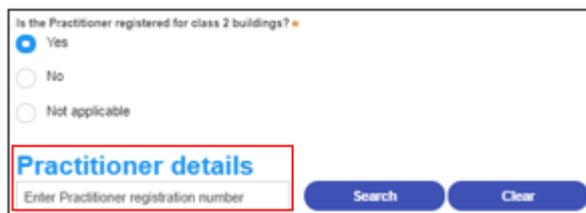
Is the Practitioner registered for class 2 buildings?

Yes

No

Not applicable

a. If Yes is selected, **enter** the practitioner registration ID (e.g., BUPxxxxx) into the space provided and **click** Search. The practitioner details will populate as displayed.



Is the Practitioner registered for class 2 buildings?  Yes

No

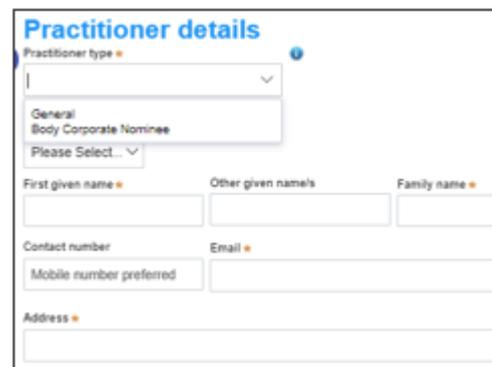
Not applicable

**Practitioner details**

Enter Practitioner registration number

**Note:** When entering the registration ID for a Building Practitioner, it must follow the format BUPxxxxxx.

b. If No is selected, the practitioner details can be entered manually, and multiple practitioner types may be selected.



**Practitioner details**

Practitioner type

General  
Body Corporate Nominee  
Please Select...

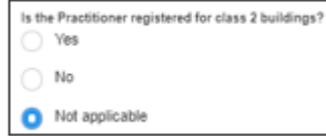
First given name  Other given name/s  Family name

Contact number  Email

Mobile number preferred

Address

c. Selecting Not applicable removes the option to enter an individual design practitioner details.



## Design Practitioner

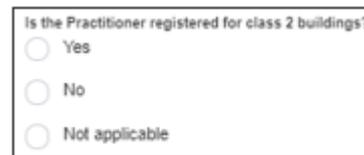
Multiple Design Practitioners can be nominated.

22. Click on the Design practitioner tab

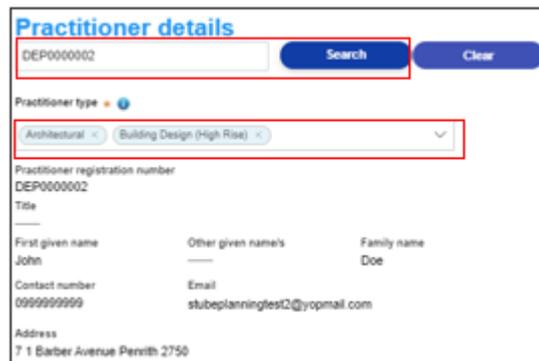


**Note:** To enter the organisation details for the Design Practitioner, repeat steps 2 and 3.

23. When nominating the Design Practitioners, there are three options:

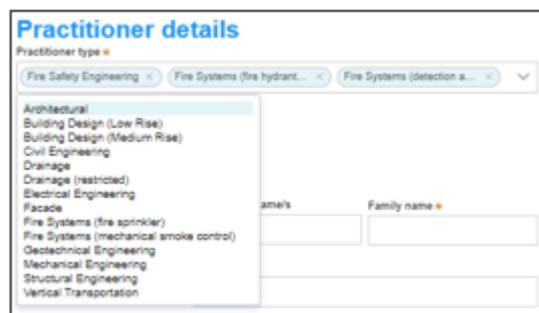


a. If Yes is selected, **enter** the practitioner registration ID (e.g. DEPxxxxxxx) into the space provided and **click** Search. The practitioner details will populate as displayed.



**Note:** The practitioner above is registered for multiple practitioner types which populates automatically when the registration ID is searched.

b. If No is selected, the practitioner details can be entered manually, and multiple practitioner types can be selected.



c. Selecting Not applicable removes the option to enter an individual design practitioner details.



## Principal Design Practitioner

Only one Principal design practitioner can be entered.

24. Click the Principal design practitioner tab.

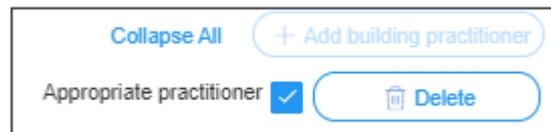


**Note:** Repeat steps 2 and 6 to enter the Principal design organisation and practitioner details.

## Appropriate Practitioner

When all of the Practitioner information has been entered, a practitioner must be selected as the **Appropriate Practitioner**. The Appropriate practitioner will be responsible for uploading and lodging the design documents.

25. To select an Appropriate Practitioner, click on the practitioner title (i.e., Building practitioner), then check the Appropriate practitioner check box.



**Note:** If the Appropriate practitioner check box is not selected, the Building practitioner will be selected by default when clicking Save and continue.

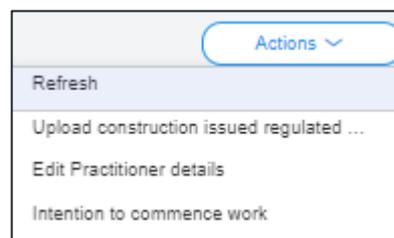
26. Click Continue.



## Edit Practitioner

The Edit Practitioner details option is available up until the first set of design documents being uploaded and lodged.

27. Click Actions, then select Edit Practitioner details.



**Note:** The Edit Practitioner details window will appear.

**Note:** Editing a Practitioners information is a matter of simply entering the new information for that Practitioner. However, if a Practitioner is to be replaced, the new Practitioner details will be made available in the Practitioner details tab and the previous Practitioner details will be available in the Practitioner history tab.

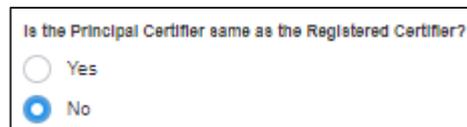
### Registers Certifier details (if applicable)

28. Registered Certifier details can be entered by searching by the ABN, ACN or Name of the Registered Certifier, then selecting from the list of suggestions.



**Note:** When the Registered Certifier is selected from the list of suggestions, the details will automatically populate the required fields.

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



Note: If No is selected, repeat step 25 to search and enter the Principal Certifier information.

30. **Click** Continue.

Continue

### Requirements and uploads

31. **Click** Upload to upload the required documents.

Upload

32. **Click** Continue.

Continue

### Review and submit

33. **Complete** the declaration when ready to submit application.



34. **Click** Save if you wish to save the application and submit later. **Click** Submit to submit the application.

Save

Finish

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## What is next...

An email notification will be sent to the nominated Appropriate Practitioner in order to upload and lodge design documents.

**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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/support/frequently-asked-questions> and / or
- Contact ePlanning Support at [eplanning.support@planning.nsw.gov.au](mailto:eplanning.support@planning.nsw.gov.au)