

# Submit a Complying Development Certificate Application

Complying development is a fast-track approval process for straightforward residential, commercial, and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under Complying Development and discuss supporting document requirements before applying for a Complying Development Certificate.

To apply for a Complying Development Certificate (CDC) via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *Registering for the NSW Planning Portal* quick reference guide or video.

## Getting started

1. Click New and **select** Complying Development Certificate from the dropdown list.



**Note:** A new application will start with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

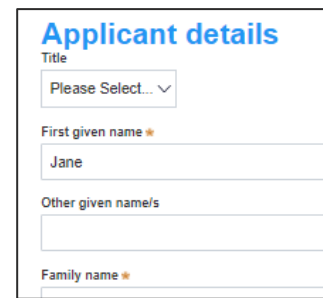
To submit a CDC application, there are up to six pages that must be completed:

- Applicant details
- Development details
- Practitioner details (class 2 developments only)
- Certifier details
- Requirements and uploads
- Review and complete.

## Capturing Applicant details

**Note:** Mandatory fields are marked with an \*asterisk. You must complete all mandatory fields on the application. The certifier may request additional information in relation to your application at any time during the application process.

2. Enter the primary applicant's details.

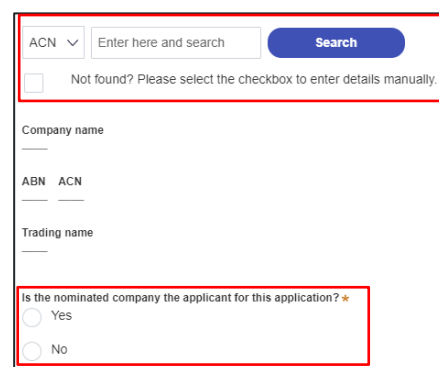


**Note:** Your user profile name and contact email address will automatically populate in the applicant detail fields these fields may be edited as required.

3. **Indicate** if you are applying on behalf of a company.

If Yes, **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

**Indicate** if the company is the nominated applicant for this application.



**Note:** If you wish to search by ABN, select ABN from the drop-down list, then enter the entity ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

4. **Identify** the owners of the development site.

If there are multiple owners, **select** the appropriate button and **click** 'Add Owner'.

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 **clicking** Add Owner.

If a company or business owns the development site, **enter** the company name and ABN.



**Note:** If you are the sole owner of the site, you will not need to provide additional information.

If you are one of the owners of the site, you will be required to populate the contact information for all other owners. Your information will automatically be populated, and you are able to add as many additional owners as required by clicking the Add Owner button.

You may be required to complete the declaration below to continue.

<input checked="" type="checkbox"/> I have obtained the consent of the owner(s) of the land to submit this application	
<p>5. <b>Indicate</b> if there are any security or site conditions which may impact the inspection.</p> <p>If Yes, you will be prompted to provide further details.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Site access</b></p> <p>Are there any security or site conditions which may impact the person undertaking the inspection? For</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>6. <b>Indicate</b> if the payer is an individual or Company, Business, Government entity or other similar body and complete the required information.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Payer details</b></p> <p>Provide the details of the person / entity that will make the fee payment for the :</p> <p>Select the option that is applicable : *</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> </div>
<p>7. To enter the developer details, you can <b>search</b> to locate the company / business by a keyword. Use the drop-down menu to <b>select</b> a search option.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Developer details</b></p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p>ABN <input type="text"/> ACN <input type="text"/></p> </div>
<p><b>Note:</b> If you have logged in with a developer profile, your developer details will be pre-populated.</p>	
<p>8. <b>Click</b> Save and continue.</p>	<div style="text-align: center;"> <input type="button" value="Save and continue"/> </div>
<p><b>Note:</b> If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed on the current page.</p>	

## Capturing Development details

<p>9. <b>Select</b> the application type.</p> <p>If modification is selected, you will be prompted to enter details of the previous consent and proposed modification.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Application type</b></p> <p>What is the application type? * <a href="#">What is this?</a></p> <p><input type="radio"/> Complying development certificate application</p> <p><input checked="" type="radio"/> Modification to complying development certificate</p> <p>On what date was the application to be modified determined? **</p> <p><input type="text"/></p> <p>What is the Application number of the consent to be modified? *</p> </div>
<p>10. <b>Enter</b> the site of your development using the Address or Lot /Section number/Plan search functionality. Repeat as required until all development sites are located.</p>	

# Complying Development Certificates

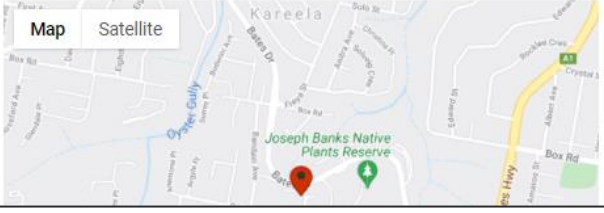
## Applicant

**Select the site of the development**

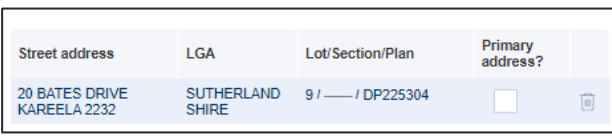

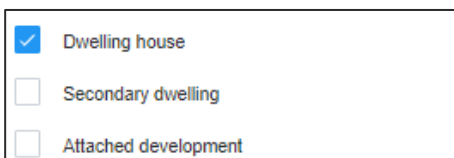
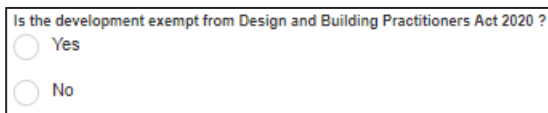
Enter address  OR Enter Lot/Section Number/Plan

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.

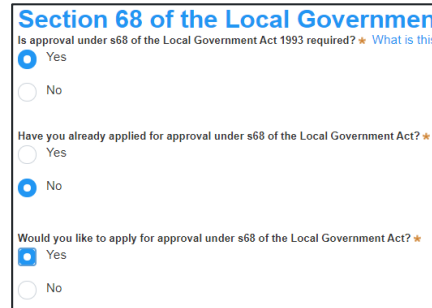
<p><b>11. Indicate</b> the primary address of the development. This field is mandatory.</p> <p>You can delete the address by <b>clicking</b> on the trash icon.</p>	
<p><b>12.</b> The Planning controls affecting the property can be viewed by <b>clicking</b> on the arrow below the heading for planning controls.</p>	
<p><b>13. Select</b> the proposed development type(s) from the list.</p>	
<p><b>Note:</b> If a Class 2 development type is selected, you will be required to meet further obligations in accordance to the <i>Design and Building Practitioners Act 2020</i> by nominating Practitioners and enter a Building Work Commencement date after the CDC is determined as approved by the Certifier.</p>	
<p>Some Class 2 developments are exempt from the Design and Building Practitioners Act 2020 and as such do not require further obligations under the Act. It is recommended to consult with the nominated Certifier to obtain further information around exemptions.</p>	
<p>Step 14 will display only when a class 2 development type is selected.</p>	
<p>For more information on how to nominate Practitioners, please refer to our relevant quick reference guide titled <i>Nominate Practitioners</i>.</p>	
<p><b>14.</b> If a class 2 development is selected, you will be required to indicate if the development is exempt from Design and Building Practitioners Act 2020.</p>	

**Note:** There is a [What is this?](#) hyperlink corresponding to each category. You can click on this tool tip link for a more detailed explanation of the category definition.

<p>15. <b>Enter</b> a detailed description of the development that you are proposing.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide a detailed description of the development ★  <i>For example: Demolition of existing buildings, construction of a single</i></p> <p>Please provide a detailed description of the proposed mod</p> </div>
<p>16. <b>Indicate</b> if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is this application the direct result of a matter declared by the government to be an emergency</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>17. <b>Enter</b> the estimated area of bonded asbestos removal in square metres.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Estimate of the area (if any) in square meters of bonded asbestos material</p> <p>0</p> </div>
<p>18. <b>Enter</b> the estimated cost of work / development including GST as a plain numerical value (no dollar sign).</p>	<div style="border: 1px solid black; padding: 5px;"> <p>What is the estimated cost of work / development, including GST? ★</p> </div>
<p>19. <b>Select</b> the lot type.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>What is the lot type? ★</p> <p><input type="radio"/> Corner lot</p> <p><input type="radio"/> Parallel road lot</p> <p><input type="radio"/> Battle-axe lot</p> <p><input type="radio"/> Standard lot</p> </div>
<p>20. <b>Indicate</b> if you have a BASIX certificate.</p> <p>If Yes, <b>enter</b> the BASIX certificate number in the space provided.</p> <p><b>Click</b> Add to enter additional BASIX certificate numbers.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>BASIX certificate</b> <a href="#">What is this?</a></p> <p>Do you have one or more BASIX certificates? ★</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Enter in the BASIX certificate number ★</p> <p><input type="text"/></p> <p><input type="button" value="Add"/></p> </div>
<p><b>Note:</b> A BASIX certificate is only required for certain residential developments. If this question appears on your application, <b>click</b> the <a href="#">What is this?</a> tool tip to find out more.</p>	
<p>21. <b>Indicate</b> if you have already obtained a 10.7 Planning Certificate.</p> <p>If No, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Section 10.7 Planning Certificate</b></p> <p>Section 10.7 Planning Certificates provide background information on a property.</p> <p>Have you already obtained a Section 10.7 Planning Certificate?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Would you like to start a Section 10.7 Planning Certificate application? ★</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>

**Note:** If you are initiating the 10.7 Planning Certificate application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

**22. Indicate** if approval under s68 of the *Local Government Act 1993* is required.  
If Yes, you may be able to apply through the Planning Portal. Follow the application prompts and complete the corresponding fields.



**Note:** If you are applying for the s68 approval and have initiated the application at this step a related case will be created once you submit the application. You will need to enter the draft application and continue completing the outstanding information to submit the related application.

**23. Click** Save and continue.

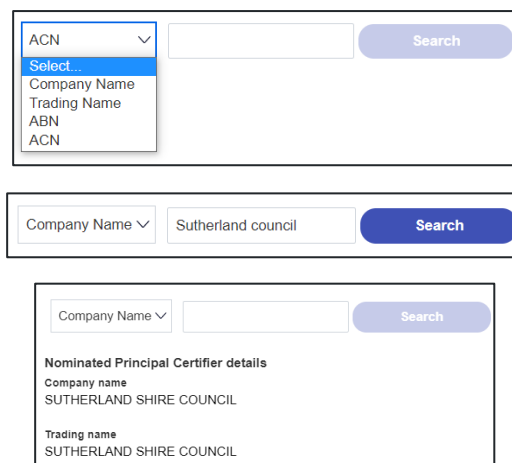
Save and continue

**Note:** For class 2 developments, you will be required to nominate Practitioners. Please refer to the Quick Reference Guide titled *Nominate Practitioner*.

## Capturing Certifier details

You can search for the principal certifier by Company name, Trading name, ABN or ACN.

- 24. 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.




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

**25. Click** Save and continue.

Save and continue

## Capturing Requirements and uploads

**Note:** Contact the relevant consent authority, this is usually the local council, to discuss supporting document requirements before applying for a Complying Development Certificate.

<p>26. <b>Click</b> Upload and select or drag and drop your file(s). Categorise the file type(s) before <b>clicking</b> Attach.</p>	
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**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.

<p>27. <b>Click</b> Save and continue.</p>	
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## Reviewing and submitting

<p>28. If you are submitting the application to a certifier working with a council, you will need to indicate if you are an employee, councillor or relative of an employee at that council.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Are you an employee / Councillor or relative of an employee / Councillor</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
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<p>29. <b>Complete</b> the declarations and <b>click</b> Submit CDC Application.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Submit your application.</b></p> <p>Applicant declarations *</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Select all</li> <li><input checked="" type="checkbox"/> I declare that all the information in the application is true and correct.</li> <li><input checked="" type="checkbox"/> I understand that the application and the accompanying documents may be provided to other State Government agencies.</li> <li><input checked="" type="checkbox"/> I understand that if incomplete, the consent authority may refuse to issue a CDC.</li> <li><input checked="" type="checkbox"/> The information and materials provided may be used for other purposes.</li> </ul> </div>
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**Note:** You can ‘Save and exit’ your application or move to previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

<p>30. <b>Click</b> Submit CDC Application.</p>	 
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**End of steps**

## What happens next?

- If you have initiated a related application such as a 10.7 Planning Certificate or Section 68 approval, you must finish completing the ‘In Progress’ applications available in your Active Work.

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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 ServiceNSW on 1300 305 695.