

Submit a Construction Certificate Application


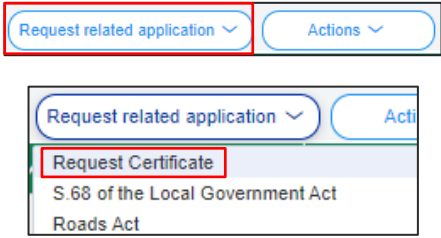
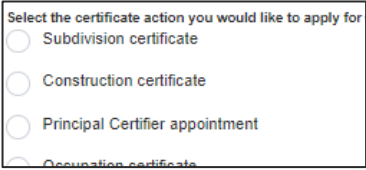
To apply for a Construction Certificate via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to our *Registering for the NSW Planning Portal* quick reference guide or video.

You can apply for a construction certificate via the NSW Planning Portal using two different methods:

- As a related application via an online development (DA)
- Stand-alone (consent application is outside of the NSW Planning Portal)

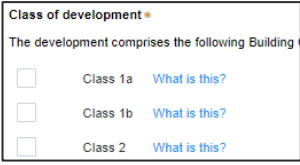
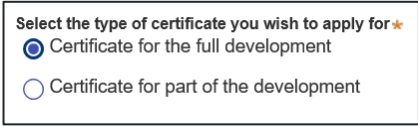
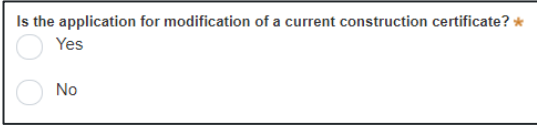
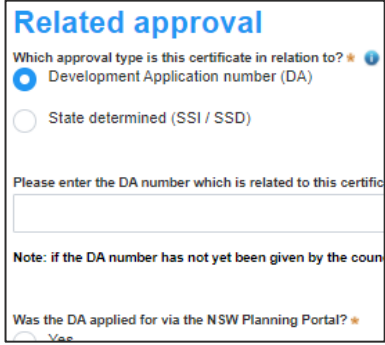
Follow the instructions below for your required method.

Getting started

<p>1. Log in to the NSW Planning Portal and;</p> <p>a. For a stand-alone application 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 application, by first Locating the existing DA, opening that application and selecting Request related application. Click on Request Certificate.</p>	 
<p>Note: When submitting a related Portal application, it links the DA and relevant information entered on the DA 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. Select Construction certificate from the list of options.</p>	

Post Consent Certificate Applicant



<p>3. Select the Class of development.</p>	
<p>Note: If a Class 2 development 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, enter a Building Work Commencement date after the CC is determined and Lodge relevant Construction-Issued Regulated design documents.</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>4. Select whether the application is for the full development or part of the development.</p>	
<p>5. Indicate if the application is for modification of a current construction certificate. If Yes, you will be requested to enter details of the current construction certificate under related approval.</p>	
<p>6. Enter the related approval information. E.g. If this application is in relation to a DA, then enter the relevant DA information.</p>	
<p>Note: If this application was created as a related application, then the related application information will be displayed.</p>	
<p>7. 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.</p>	

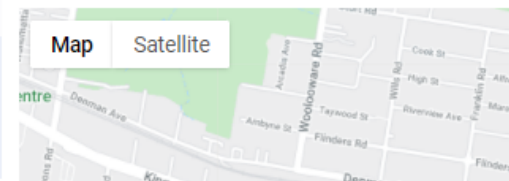
Select the site of the development *

Enter address OR Enter Lot/Section Number/Plan

Address did not display?

Street address	LGA	Lot/Section/Plan	Primary address?
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		2/-/DP455360 <input checked="" type="checkbox"/>	<input type="checkbox"/>

Map Satellite



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.

8. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory. You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?
21 GREEN STREET CRONULLA 2230	SUTHERLAND SHIRE	1/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>
		2/-/DP455360 <input type="checkbox"/>	<input type="checkbox"/>

9. The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the site address.

Planning controls affecting property

4 DAMEELI AVENUE KIRRAWEE 2232

Summary of planning controls

Land Application LEP	Sutherland Shire Local Environmental Plan 2015
Land Zoning	R2: Low Density Residential

10. Click Next.

[Next](#)

Capturing contact details

When an application is linked to an online DA, the majority of the information is pre-populated from the DA. You will be required to review and update where necessary.

11. Review the applicant details and ensure the information is correct or enter as required.

Primary Applicant details

This person will receive all the system generated notification emails in relation to the application.

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

Title

First given name * Other given name/s Family name *

Contact number Email *

Address *

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

If you answered Yes,

- 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.

13. **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.

14. **Indicate** who will be carrying out the construction works.

Note: If the builder or principal contractor is yet to be determined, skip the next step.

15. **Indicate** if the Builder or Principal Contractor details are for an individual or company, business, government entity and **enter** the relevant information.

16. **Indicate** whether the Long Service Levy has been paid.

Note: The long service levy must be paid prior to a construction certificate being issued.

<p>17. Indicate whether there are any security or site conditions which may impact the inspection, for example, locked gates or animals.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Are there any security or site conditions which may impact on the person</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>18. Identify if the payer is an individual or company/business/government entity etc and enter the relevant payer details for fees payable for assessment, inspection and related costs in issuing this certificate.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Payer details</p> <p>Provide the details of the person / entity that will make the fee payment for the assessment and related costs in issuing the certificate: ?</p> <p>Select the option that is applicable : *</p> <p><input checked="" type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p> <p>Title</p> <p>Please Select... v</p> <p>First given name * <input type="text"/> Other given name/s <input type="text"/> Family name <input type="text"/></p> </div>
<p>19. Search to enter the developer details.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Developer details</p> <p>ACN v Enter here and search <input type="text"/> Search Clear</p> <p>ABN <input type="text"/> ACN <input type="text"/></p> <p>Name <input type="text"/></p> </div>
<p>Note: If the applicant is a developer, the developer details will be populated based on the log in credentials and is mandatory if a Class 2 development is selected.</p>	
<p>20. Click Save and continue.</p>	<div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; border-radius: 15px; background-color: #0056b3; color: white; padding: 10px 20px; display: inline-block;">Save and <u>continue</u></div> </div>

Capturing Proposed development details

<p>21. Select the type(s) of development from the list provided.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Type of development*</p> <p><input checked="" type="checkbox"/> Dwelling What is this?</p> <p><input type="checkbox"/> Secondary dwelling What is this?</p> <p><input type="checkbox"/> Semi-attached dwelling What is this?</p> <p><input type="checkbox"/> Dual occupancy What is this?</p> </div>
<p>22. Select the class of development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Class of development*</p> <p>The development comprises the following B</p> <p><input type="checkbox"/> Class 1a What is this?</p> <p><input type="checkbox"/> Class 1b What is this?</p> <p><input checked="" type="checkbox"/> Class 2 What is this?</p> </div>
<p>23. Indicate if the development is exempt from 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>

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Note: The previous question will only display when a class 2 development is selected. If Yes is selected, that this application is exempt from Design and Building Practitioners Act 2020, then there will not be a requirement to nominate practitioners.

<p>24. Enter a detailed description for the development.</p>	<p>Please provide a detailed description of the development*</p> <p>Demolition of existing building and construction of new single story dwelling.</p>
<p>25. Enter an estimated cost of the development, inclusive of GST.</p>	<p>Please provide the estimated cost of the development?</p>
<p>26. Enter the total land area in sqm.</p>	<p>Land area (sqm) *</p> <p>500</p>
<p>27. Enter the current gross floor area (sqm) of the development.</p>	<p>What is the current gross floor area</p> <p>100</p>
<p>28. Enter the gross floor area of the new development when completed.</p>	<p>When complete, what will the gross floor area of the new development be? *</p> <p>120</p>
<p>29. Enter the current usage of all parts of the development, for example, residential.</p>	<p>What are the current uses of all parts of the building(s)/land? (if vacant please state)</p> <p>Residential</p>
<p>30. Enter the proposed use of all parts of the buildings, for example, residential.</p>	<p>What is the proposed use of all parts of the building(s)/land?</p> <p>Residential</p>
<p>31. Select whether the building is Attached, Detached (Free standing) or Semi-detached.</p>	<p>Is the proposed building is attached, detached (i.e. free standing) or semi-detached?</p> <p><input checked="" type="checkbox"/> Attached</p> <p><input type="checkbox"/> Detached (Free-standing)</p> <p><input type="checkbox"/> Semi-detached</p>
<p>32. Enter the number of dwellings and their bedrooms for the development. Enter 0 in the non-applicable fields.</p>	<p>Number of one bedroom dwellings in the proposed development*</p> <p>0</p> <p>Number of two bedroom dwellings in the proposed development *</p> <p>0</p> <p>Number of three bedroom dwellings in the proposed development*</p> <p>0</p> <p>Number of four bedroom dwellings in the proposed development *</p> <p>1</p>
<p>33. Enter the height of the development.</p>	<p>Ultimate height of the development (m)</p> <p>9</p>

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<p>34. Enter the number of pre-existing dwellings on the site.</p>	<p>Number of pre-existing dwellings on site</p> <input type="text" value="1"/>												
<p>35. Enter the number of dwellings to be demolished.</p>	<p>Number of dwellings to be demolished</p> <input type="text" value="1"/>												
<p>36. Enter the number of dwellings proposed as part of this certificate.</p>	<p>Number of dwellings proposed as part of this certificate</p> <input type="text" value="1"/>												
<p>37. Enter the number of proposed storeys.</p>	<p>Number of storeys proposed in the new building(s)</p> <input type="text" value="1"/>												
<p>38. Enter the number of proposed lots.</p>	<p>Number of proposed lots</p> <input type="text" value="1"/>												
<p>39. If prompted, indicate the materials to be used in the construction process, by selecting the checkboxes next to the relevant materials.</p>													
<table border="1"> <thead> <tr> <th>Walls*</th> <th>Roof*</th> <th>Floor*</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Brick veneer (12)</td> <td><input type="checkbox"/> Aluminium (70)</td> <td><input type="checkbox"/> Concrete (20)</td> </tr> <tr> <td><input type="checkbox"/> Cladding-aluminium (70)</td> <td><input type="checkbox"/> Concrete (20)</td> <td><input type="checkbox"/> Timber (40)</td> </tr> <tr> <td><input type="checkbox"/> Concrete (20)</td> <td><input type="checkbox"/> Concrete tile (10)</td> <td><input type="checkbox"/> Other (80)</td> </tr> </tbody> </table>		Walls*	Roof*	Floor*	<input type="checkbox"/> Brick veneer (12)	<input type="checkbox"/> Aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Cladding-aluminium (70)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Timber (40)	<input type="checkbox"/> Concrete (20)	<input type="checkbox"/> Concrete tile (10)	<input type="checkbox"/> Other (80)
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<p>40. Indicate if you are proposing to carry out alterations or modifications to existing relevant fire safety systems.</p>	<p>Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>												
<p>Note: If you select 'Yes' for alterations or modifications, you may provide further information, for example, if you change the location of an access panel.</p>													
<p>Are you proposing to carry out alterations/modifications to existing 'relevant fire safety systems'? *</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <table border="1"> <thead> <tr> <th>Fire Safety Measure</th> <th>Is this measure installed in the building?</th> <th>Please enter current standard of performance</th> </tr> </thead> <tbody> <tr> <td>1 Access Panels, doors and hoppers to fire resisting shaft</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>Change location</td> </tr> <tr> <td>2 Automatic fail-safe devices</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td></td> </tr> <tr> <td>3 Automatic fire detection and alarm system*</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td></td> </tr> </tbody> </table>		Fire Safety Measure	Is this measure installed in the building?	Please enter current standard of performance	1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	Change location	2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No		3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
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3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No												
<p>41. Indicate whether fire safety measures will be installed to the building.</p>	<p>Are proposed fire safety measures to be installed in the building?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>												

Note: If you select 'Yes', you may provide further information, for example, if you are installing an access panel.

Are proposed fire safety measures to be installed in the building? *		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
Fire Safety Measure	Is this measure installed in the building?	Please enter proposed standard of performance
1 Access Panels, doors and hoppers to fire resisting shaft	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2 Automatic fail-safe devices	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3 Automatic fire detection and alarm system*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

42. Click Save and continue.

Save and continue

Note: If a class 2 development is selected, practitioners must be nominated. For information on how to nominate practitioners, please refer to the Quick Reference Guide titled *Nominate Practitioners*.

Principal Certifier selection

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

43. 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 v

Search

Select...
 Company Name
 Trading Name
 ABN
 ACN

Company Name v

Sutherland council

Search

Company Name v

Search

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.

44. Click Save and continue.

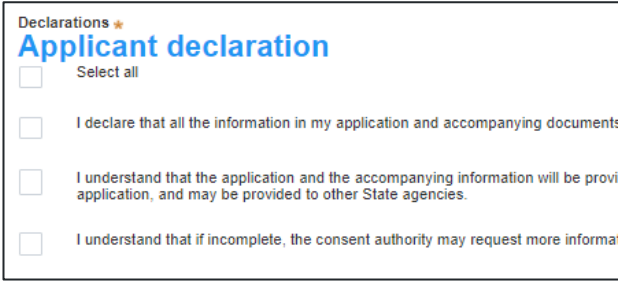
Save and continue

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.

<p>45. Click Select file(s) or drag and drop your file(s). Categorise the file type(s) before clicking Attach.</p>	<p>Upload</p>
<p>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>	
<p>46. Click Save and continue.</p>	<p>Save and continue</p>

Reviewing and submitting

<p>47. After reviewing all the information provided on the application, complete the applicant declaration.</p>	 <p>The screenshot shows a form titled "Declarations" with a sub-heading "Applicant declaration". It contains three checkboxes with corresponding text: "Select all", "I declare that all the information in my application and accompanying documents...", "I understand that the application and the accompanying information will be provided to other State agencies.", and "I understand that if incomplete, the consent authority may request more information..."</p>
<p>48. Click Submit.</p>	<p>Submit</p>

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.