

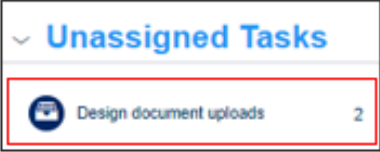
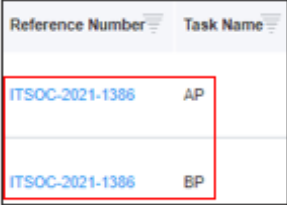
# Upload and Lodge Design Documents

As part of the Design and Building Practitioners Act 2020, developers and practitioners are required to upload, declare, and lodge construction-issued regulated design documentation, including variations, before building works commence.

The Building Work Commencement Date capture (BWCD) application will flow through to the nominated Practitioner to log in to the NSW Planning Portal to upload, declare and lodge Construction-issued Regulated Design (CIRD) documents.

## Locate application

**Note:** The practitioner can initially access the case from the Unassigned Tasks section under Design document uploads folder.

<p>1. From the dashboard, <b>click</b> Design documents uploads under Unassigned Tasks.</p>	
<p>2. <b>Click</b> on the case reference number.</p>	

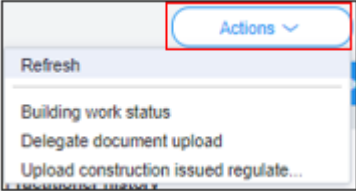
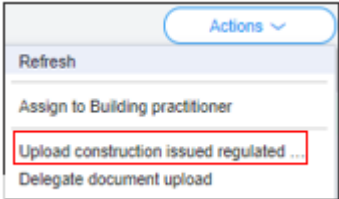
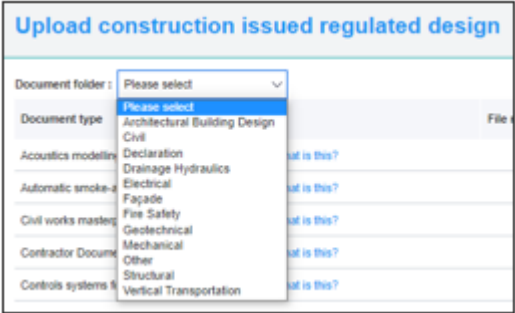


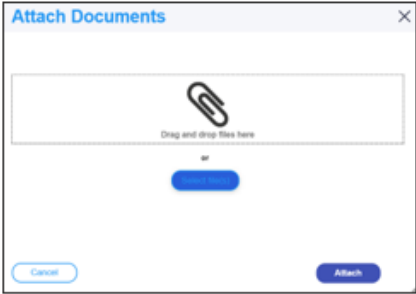
**Note:** If the Building Practitioner (BP) and the Appropriate Practitioner (AP) are within the same organisation, the nominated practitioner will be presented with two options of the same case separated by Task Name (AP and BP).

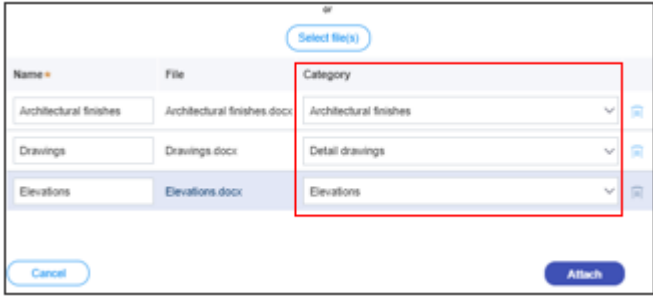



If the BP and the AP are from different organisations, then the nominated practitioner will only see one case based on their profile.

The AP is responsible for uploading and lodging the design documents.

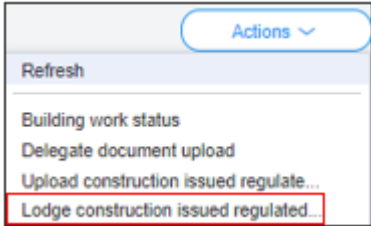


<p>3. Ensure the case is assigned to the AP.</p>	
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## Upload documents

<p>4. <b>Click</b> Actions to reveal document upload options.</p>	
<p>5. <b>Click</b> Upload construction issued regulated design documents.</p>	
<p><b>Note:</b> The screen will initially display a comprehensive list of document types that can be uploaded.</p>	
<p>6. Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders options.</p>	
<p>7. <b>Click</b> on a document folder. E.g., Architectural Building Design.</p>	
<p><b>Note:</b> This will display the document list relevant to the folder selected.</p>	
<p>8. To upload a document(s) <b>Click</b> Upload.</p>	
<p>9. <b>Click</b> select files to search for files saved to your computer. Alternatively, you can <b>drag</b> files directly in the space provided.</p>	

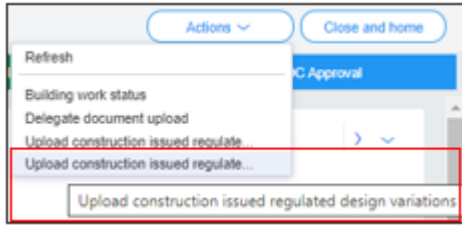
<p>10. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.</p>	
<p>11. Click Attach.</p>	
<p>12. To declare design documents, <b>check</b> the box 'Declare Design'.</p>	
<p><b>Note:</b> Checking the Declare Design check box declares all the documents that have been uploaded.</p>	
<p>13. Click Submit.</p>	

## Lodge documents

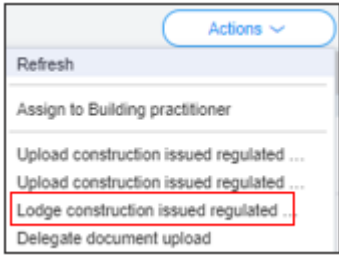


<p>14. From the Actions menu, <b>click</b> on Lodge construction issued regulated design documents.</p>	
<p>15. Complete the checklist (not mandatory).</p>	
<p><b>Note:</b> If the AP is the Principal Design Practitioner, you will be required to complete a set of mandatory declarations in addition to the checklist when uploading documents.</p>	
<p>16. Click Submit.</p>	
<p><b>Note:</b> Each time Construction Issued Regulation Design documents are lodged, a document will be made available in the documents tab titled 'Lodgement details' which can be accessed for reference.</p>	

### Upload variations

Once documents have been uploaded and lodged, an option to upload any variation documents will appear in the actions menu.

<p>17. To upload variations, <b>click</b> on the Upload construction issued regulated design variations.</p>	
<p>18. Repeat steps 6-13 as required</p>	

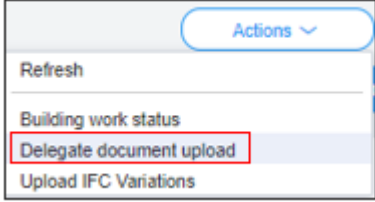
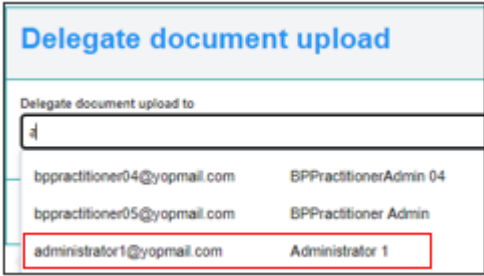

### Lodge variations

<p>19. From the Actions button, <b>click</b> Lodge CIRD variation documents.</p>	
<p>20. <b>Complete</b> the checklist (not mandatory).</p>	
<p>21. <b>Click</b> Submit</p>	

**Note:** Each time design variation documents are lodged, a document will be made available in the documents tab titled 'Lodgement details' which can be accessed for reference.

## Delegate document upload

A Practitioner can delegate the uploading of the design documents to an administrator within their organisation. The administrator must be set up with an administrator profile when creating their account on the NSW Planning Portal.

<p>22. From the Actions button, <b>click</b> Delegate document upload.</p>	 <p>The screenshot shows a dropdown menu titled 'Actions' with a downward arrow. Below the title are three options: 'Refresh', 'Building work status', and 'Delegate document upload'. The 'Delegate document upload' option is highlighted with a red rectangular box.</p>
<p>23. <b>Enter</b> the name of the administrator in the space provided, then select the administrator from the list of suggestions.</p>	 <p>The screenshot shows a form titled 'Delegate document upload'. It has a search field labeled 'Delegate document upload to' with the letter 'a' entered. Below the search field is a list of suggestions. The first suggestion is 'bppractitioner04@yopmail.com' with 'BPPractitionerAdmin 04' to its right. The second is 'bppractitioner05@yopmail.com' with 'BPPractitioner Admin' to its right. The third is 'administrator1@yopmail.com' with 'Administrator 1' to its right. The third suggestion is highlighted with a red rectangular box.</p>
<p>24. <b>Click</b> Submit.</p>	 <p>The screenshot shows a blue button with the word 'Submit' in white text.</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.