

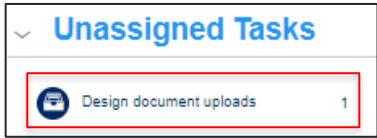
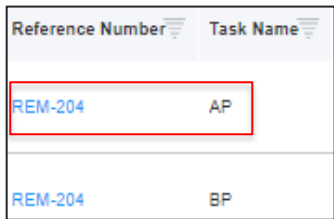

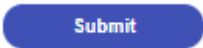
Upload and Lodge Design Documents

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 remedial works commence.

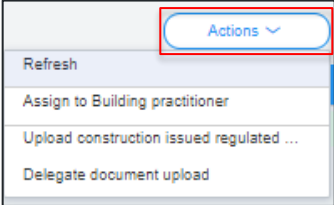
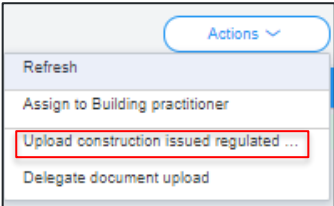
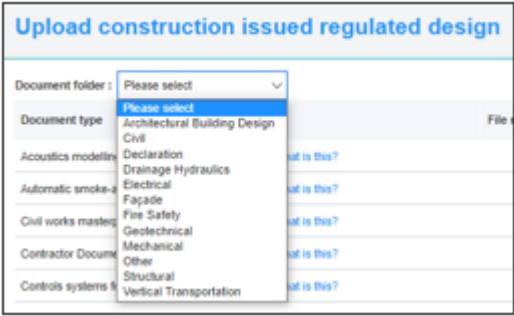


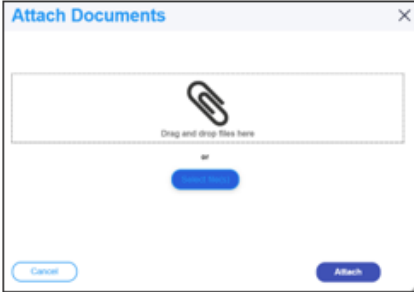
This guide will demonstrate the steps required by the Practitioner to upload and lodge design documents on the NSW Planning Portal.

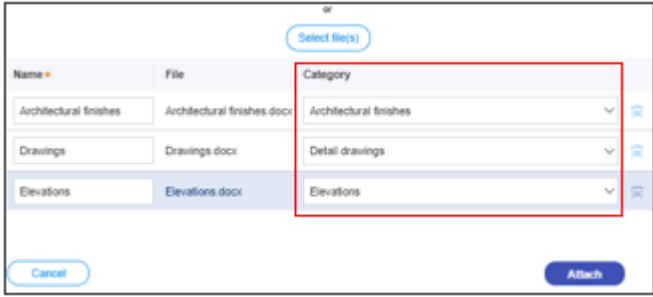


Locate application

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

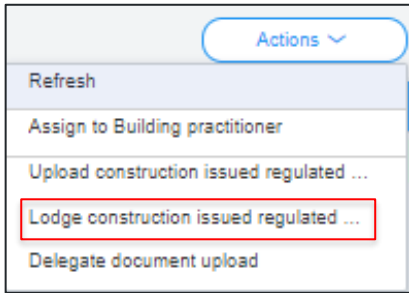


1. From the dashboard, click Design documents uploads WB under Unassigned Tasks.	
2. Click on the case reference number.	
<p>Note: If the Building Practitioner (BP) and the Appropriate Practitioner (AP) are within the same organisation, the nominated practitioner will be presented with two options of the same case separated by Task Name (AP and BP).</p> <p>If the BP and the AP are from different organisations, then the nominated practitioner will only see one case based on their profile.</p> <p>The AP is responsible for uploading and lodging the design documents.</p>	
3. Ensure the case is assigned to the AP.	
4. Click Submit.	

Upload documents

<p>5. Click Actions to reveal document upload options.</p>	
<p>6. Click Upload construction issued regulated design documents.</p>	
<p>Note: The screen will initially display a comprehensive list of document that can be uploaded.</p>	
<p>7. Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders options.</p>	
<p>8. Click on a document folder. E.g., Architectural Building Design.</p>	
<p>Note: This will display the document list relevant to the folder selected.</p>	
<p>9. To upload a document(s) Click Upload.</p>	
<p>10. Click select files to search for files saved to your computer. Alternatively, you can drag files directly in the space provided.</p>	

<p>11. 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>12. Click Attach.</p>	
<p>Note: Any document that is uploaded will be deemed Declared.</p>	
<p>13. Click Submit.</p>	

Lodge documents

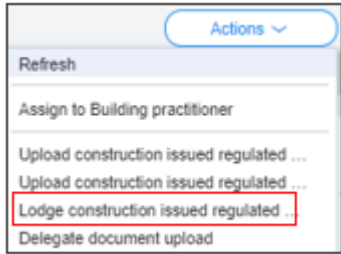


<p>14. From the Actions menu, click on Lodge construction issued regulated design documents.</p>	
<p>15. Complete the checklist (not mandatory).</p>	
<p>16. Click Submit.</p>	
<p>Note: Each time design documents are lodged, a document will be made available in the documents tab titled 'Lodgement details' 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, click on the Upload construction issued regulated design variations.</p>	
<p>18. Repeat steps 7-13 to upload variations if required.</p>	

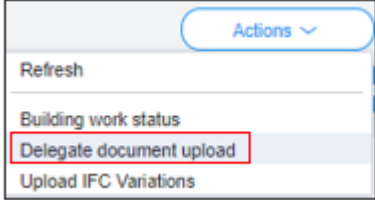
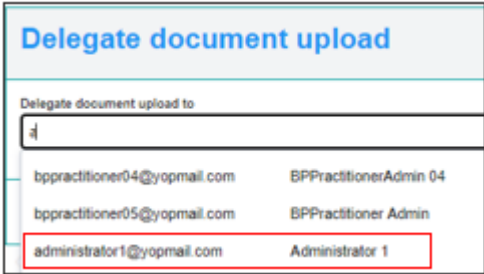

Lodge variations

<p>19. From the Actions button, click Lodge CIRD variation documents.</p>	
<p>20. Complete the checklist (not mandatory).</p>	
<p>21. Click 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, click Delegate document upload.</p>	
<p>23. Enter the name of the administrator in the space provided, then select the administrator from the list of suggestions.</p>	
<p>24. Click 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 ePlanning Support at eplanning.support@planning.nsw.gov.au