

# 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.

<ol> <li>From the dashboard, click Design documents uploads WB under Unassigned Tasks.</li> </ol>	Unassigned Tasks Design document uploads 1
<b>2. Click</b> on the case reference number.	Reference Number     Task Name       REM-204     AP       REM-204     BP

**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.

<b>3.</b> Ensure the case is assigned to the AP.	Assign to Appropriate practitioner
4. Click Submit.	Submit

Practitioner



## Upload documents

5.	<b>Click</b> Actions to reveal document upload options.	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated Delegate document upload
6.	<b>Click</b> Upload construction issued regulated design documents.	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated Delegate document upload
Note:	The screen will initially display a comprehe	nsive list of document that can be uploaded.
7.	Documents can be uploaded to their respective folders by clicking on the arrow to reveal document folders options.	Upload construction issued regulated design         Document folder :       Please select          Document type       Please select          Acoutics modelin       Declaration       at is this?         Automatic smoken       Declaration       at is this?         Civil works masker       Excited       at is this?         Civil works masker       Geotechnical       at is this?         Contractor Docum       Other       Shucharal         Contractor systems       Shucharal       at is this?         Vertical Transportation       at is this?       at is this?
8.	<b>Click</b> on a document folder. E.g., Architectural Building Design.	Document folder : Architectural Building Design V
Note:	This will display the document list relevant	to the folder selected.
9.	To upload a document(s) <b>Click</b> Upload.	Upload
10.	. Click select files to search for files saved	Attach Documents ×

Attach Documents

Cancel

to your computer. Alternatively, you can drag files directly in the space provided.

#### **Remediation Works**

#### Practitioner



<ol> <li>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.</li> </ol>	Name • Architectural finishes Drawings Elevations Cancel	File Architectural finishes docx Drawings docx Elevations docx	er Select file(s) Category Architectural finishes Detail drawings Elevations	~ ~ Attach	2 x
12. Click Attach.			Attach		
Note: Any document that is uploaded will be dear	ned Declared.				
13. Click Submit.			Submit		

# Lodge documents

<b>14.</b> From the Actions menu, <b>click</b> on Lodge construction issued regulated design documents.	Actions ~ Refresh Assign to Building practitioner Upload construction issued regulated Lodge construction issued regulated Delegate document upload
<b>15.</b> Complete the checklist (not mandatory).	Please confirm the following Copies of the construction issued regulated designs for the building work. Copies of the design compliance declarations, made by a suitably authorised
16. Click Submit.	Submit

**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.

Practitioner



### **Upload variations**

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

<b>17.</b> To upload variations, <b>click</b> on the Upload construction issued regulated design variations.	Actions     Close and home       Refresh     Assign to Building practitioner       Upload construction issued regulated     Upload construction issued regulated       Upload construction issued regulated design variations
<b>18.</b> Repeat steps 7-13 to upload variations if required.	

## Lodge variations

<b>19.</b> From the Actions button, <b>click</b> Lodge CIRD variation documents.	Actions ~         Refresh         Assign to Building practitioner         Upload construction issued regulated         Upload construction issued regulated         Lodge construction issued regulated         Delegate document upload
20.Complete the checklist (not mandatory). 21. Click Submit	Please confirm the following     Copy of each design compliance declaration given under section 9(3)(b) of the Act fc     Copy of the varied regulated design.     Copy of each design compliance declaration obtained under section 20(3) of the Act     Copy of the regulated design for the new building element or performance solution.     Submit

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

<b>22.</b> From the Actions button, <b>click</b> Delegate document upload.	Actions ~       Refresh       Building work status       Delegate document upload       Upload IFC Variations
<b>23. Enter</b> the name of the administrator in the space provided, then select the administrator from the list of suggestions.	Delegate document upload         Delegate document upload to         d         bppractitioner04@yopmail.com         BPPractitionerAdmin 04         bppractitioner05@yopmail.com         BPPractitioner Admin         administrator1@yopmail.com
24. Click Submit.	Submit

#### 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 <u>https://www.planningportal.nsw.gov.au/support/frequently-asked-questions</u> and / or
- Contact ePlanning Support at eplanning.support@planning.nsw.gov.au