

How to submit a Complying Development Certificate application for subdivision only

<u>Note</u>: This quick reference guide has been developed to assist applicants applying for a complying development certificate for **subdivision only**. If your application includes other types of development, please view the quick reference guide, *How to submit a Complying Development Certificate application*.

Complying development is a fast-track approval process for straight forward 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 (CDC). You may also access my Home Planner (<u>https://www.planningportal.nsw.gov.au/myhome-planner</u>) which is an online tool developed to assist people with determining which development pathway is suitable.

To apply for a Complying Development Certificate via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the *How to register for a NSW Planning Portal* quick reference guide.

This quick reference guide covers:

Step 1: Initiate an application	2
Step 2: Enter applicant details	3
Step 3: Enter development details	6
Step 4: Enter nominated certifier details	9
Step 5: Upload documents	10
Entering housing and productivity contribution details	11
Step 6: Review and submit application	14
What happens next?	15
More information	16

Tip: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

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Step 1: Initiate an application Q | Hela | Con ≡ 🎆 NSW Planning Portal 1. Log in to the NSW Planning Portal to display your dashboard. 0 LGA Name Site Address ays Elapsed PAN-40 2. Select a digital service by clicking on the Create a new application by selecting digital service arrow. Select a digital service Create a new application by selecting digital service 3. Select Complying Development Certificate ~ Select a digital service from the list of options. Search Activation Precinct Certificate **Building Information Certificate** Building work commencement date capture & ITSOC Complying Development Certificate (New CDC, Mod) Development Application (New DA, Mod, Review) 4. Click "Create new" Create new

A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

Tip: The system assigns a unique reference number to the application with the prefix CDC. This number displays at the top of each screen and is included in all system-generated correspondence.



Step 2: Enter applicant details

Application Submission Certifier Acceptance	Determination Final Plans Submission CDC Approval 4 5 tails Requirements and uploads Review and complete
 5. Verify (and edit, if needed) the applicant details. <u>Note:</u> Your user profile name and contact email address will automatically populate in the applicant detail fields these fields may be edited as required. The email address provided should be the same email address the applicant uses to log into the Portal. This email address will receive all correspondence sent via the Portal. 	Applicant details Title Mr First given name • John Other given name/s
6. Indicate if you are applying on behalf of a business or company.	Are you applying on behalf of a business or company? * Yes No
 If you select 'Yes', Select either 'ACN', 'ABN', or 'Name' from the drop-down list. Enter the ACN, ABN or business / company name in the search field. Click 'Search'. Select a result from the list provided. 	ACN V Enter here and search Search Name ABN ACN Trading name
Indicate if the company is the nominated applicant for this application	Is the nominated business or company the applicant for this application?* Yes No

Applicant



7. Identify the owner/s of the development	Owner/s details
in activity and contents of the development	Who owns the development site? *
site.	Lam the sole owner of the development site
<u>Note</u> : If you are the sole owner you do not	I here are multiple owners of the development site and I am one of them
pood to provide any further information	There are one or more owners of the development site and I am NOT one of them
	A company, business, government entity or other similar body owns the development site
	An application for a complying development certificate may be made —
	(a) by the owner of the land on which the development is proposed to be carried out, or
	(b) by any other person, with the consent of the owner of that land.
If there are multiple owners and you are	
one of them select the appropriate button	Add Owner
and click (Add Owner' to enter the details	Owner 1 Owner 2
and click Add Owner to enter the details	Owner builder? Owner builder?
for each owner.	Title Title
Note: Your information will be	Mr V Please Select V
automatically populated as Owner 1	First given name *
automatically populated as owner 1.	John
	Other given name/s Other given name/s
	Family name * Family name *
	Citizen
	Contact number Contact number
	0412345678 Mobile phone number preferred. Format: xxxxxxxxxxxxx
	Email * Email *
	john.citizen@yopmail.com
	Address * Address *
	Delete Delete
If you are not one of the owners, you will	Add Owner
be required to populate the contact	
information for all owners. You can add as	Owner 2
many additional owners as required by	Owner Builder?
many additional owners as required by	Title Title
clicking 'Add Owner'.	Please Select V
Select 'Delete' to remove an owner	First given name * First given name *
entered in error	
	Other given name/s
	Family name *
	Contact number * Contact number *
	Mobile phone number preferred. Format: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	Email * Email *
	•
	Address • Address •
	•
	Delete



If a company or business owns the development site, enter the company name and ABN.	Owners Details Add Owner Owner 1 Company name * Enter registered business name ABN/ACN
Select the checkbox to confirm that you have the owners consent to submit the application.	I have obtained the consent of the owner(s) of the land to submit this application Note: It is an offence under Section 10.6 of the Environmental Planning and Assessment Act 1979 to provide false or misleading information in relation to this application.
8. Select who will be doing the building work.	Who will be doing the building work? * Licensed Builder Owner Builder Not determined at this time (This information will be required prior to work commencing)
Indicate if the builder or principal contractor is an individual or a company, business, government entity or other similar body. Input the relevant contact details.	Select the option that is applicable * Individual A company, business, government entity or other similar body ACN ~ Enter here and search Search
If "Owner builder" is selected, enter the licence or permit number.	Licence number or Permit number (in the case of an owner builder)
If there are multiple builders, select "Add builder" to provide the additional information.	Add builder

<u>Note:</u> If builder details are currently unknown, you have the option to notify your certifier at a later date. Please ensure all builder information is provided before commencing work.

 Indicate whether there are any secur site conditions which may impact the person undertaking the inspection. If you select Yes, you will be prompte provide further details. 	to Site access Are there any security or site conditions which may impact the person undertaking the inspection? For example, locked gates, animals etc.* Yes No
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Applicant



10.	Indicate whether it is an individual or entity responsible for making the fee payment and provide the relevant details.	Select the option that is applicable : * O Individual O A company, business, government entity or other similar body
11.	Enter the developer details, if known/relevant. You can search to locate the company / business by a keyword. Use the drop-down menu to select a search option.	Developer details ACN Enter here and search Search Clear
12.	Click " Save and continue" to progress to the next step.	Save and exit Save and continue

<u>Note</u>: You can also click "Cancel" to exit, or "Save and exit" to save all information entered to date, and return to your dashboard. "Save and exit" will work only if you have completed all mandatory fields.

Step 3: Enter development details

	Application Submission Certifier Acceptance	Determination > Final Plans Submission > CDC Approval
	1 2 3 ✓ Applicant details Development details Certifier	details Requirements and uploads Review and complete
13.	Select the application type.	What is the application type? What is this? Complying development certificate application Modification to complying development certificate
	<u>Note</u> : When Modification is selected, further information will be required, such as the previous consent details, the proposed modification details and if the	Complying development certificate application Modification to complying development certificate On what date was the application to be modified determined? *
	CDC was applied for via the Portal.	Provide a description of the proposed modification * Please provide a detailed description including any secondary developme
		Was the CDC applied for via the NSW planning portal? *

Applicant



14. Enter the site address of your development or Lot/Section number/Plan.

As you type, the system will auto-suggest addresses or the lot/section/plan number based on the information entered. **Select** the correct address or lot/section/plan number from the list.

Repeat as required until all development sites have been added.

Entor addross						– –	Enter Lat/Section Number/Plan	
e.g. 66 Harrington Street, Sydney NSW 2000		0	OR				e.g. 4/5/DP1044304	
Address did not display	?							
Street address	LGA	Lot/Section/Plan	Primary address?			_		Georges
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/——/DP807516			Map Sate	ellite	Como Pleasure Grounds Contral Ave	

Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left and planning controls affecting the property below the address.

If the address does not display, select the 'Address did not display? 'tick-box and **enter** the address and local government area/state agency manually in the added text fields.

Tip: To add an address click on the + below the address.

15. Click the tick boxes to indicate the primary address for this application, the lot/section/plan number, and relevant lot(s) of the development. These fields are mandatory.

Tip: To delete an address, **click** on the bin icon $\overline{\mathbb{I}}$.

16. The planning controls affecting the property can be viewed by clicking on the arrow below the heading for planning controls.

Address did not appear in the drop-down list above or lot number not foun	
Enter address or lot number / section number / plan number e.g. 4/5/DP1044304*	Primary address or lot/DP?
e.g. 66 Harrington Street, Sydney NSW 2000 or 4/5/DPI044304	
+	
Select the Local Government area or State Agency *	
Local Government name or State Agency name	
The manual address or lot number you have entered will be validated by the Consent Authority /	Certifier at a future stage.

Street address	LGA	Lot/Section/Plan	Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/——/DP807516		Ŵ

Planning controls affecting property

I BINYA PLACE COMO 2226

Summary of planning controls

Land Application LEP Land Zoning Height of Building Floor Space Ratio (n:1) Sutherland Shire Local Environmental Plan 2015 R2: Low Density Residential 8.5 m 0.55:1

Applicant



17.	Select 'Subdivision' from the common application type.	Common Application Types Please select at least one (1) common application type. • What is this? If your application is specifically related to obtaining the approval to subdivide land, select the Subdivision option only. Advertising and signage Alterations or additions to an existing building or structure Change of use of land or a building or the classification of a building under the Building Code of Australia Demolition Erection of a new structure Hours of operation and trading Subdivision Temporary building, structure or use
18.	Indicate the type of subdivision proposed.	Please indicate the type of subdivision proposed * Refer to your draft subdivision plan from the surveyor Strata Title What is this? Community Title What is this? Torrens Title What is this? Stratum Title What is this?
19.	Enter the number of existing and proposed lots.	Number of existing lots * Image: Constraint of the second secon
20.	Enter a detailed description of the development.	Please provide a detailed description of the development * For example: Demolition of existing buildings, construction of a single storey dwelling, swimming pool and related landscaping. Please provide a detailed description including any secondary development types (maximum 512 characters) Remaining: 512 characters
21.	Indicate whether a previous development consent application has been submitted.	Has a previous development consent (DA/CDC) application been submitted for building work? Yes No
	If you answer 'Yes', you will need to provide the NSW Planning Portal reference number for that application.	Was the previous development consent (DA/CDC) application applied for via the NSW Planning Portal? Yes No Search related cases Please provide the NSW Planning Portal application number (CDC or PAN) e.g CDC-2323

Applicant



<u>Note</u> : If you submitted the previous development consent application outside of the NSW Planning Portal, you will need to register that offline consent on the NSW Planning Portal to generate a NSW Planning Portal application number.	Was the previous development consent (DA/CDC) application applied for via the NSW Planning Portal? Yes No To proceed with linking this application with a previously submitted development consent application, you will require a NSW Planning Portal application number (CDC-xxx or PAN-xxx). To register an offline development consent and generate a NSW Planning Portal application number (CDC or PAN), click on 'Register non-portal consent/certificate' button below. Register non-portal consent/certificate Please provide the NSW Planning Portal application number (CDC or PAN) e.g CDC-2323
22. Click "Save and continue".	Save and exit Save and continue

Step 4: Enter nominated certifier details

Application Submission Certifier Acceptance Applicant details Certifier details Certifier details	Determination Final Plans Submission CDC Approval CDC Approval 5 Requirements and uploads Review and complete
 23. Nominate the registered certifier you would like to assess your application: a. Select either ABN, ACN or Name from the drop-down options. b. Enter your search term in the space provided. c. Click "Search". 	Registered certifier details Select the certifying organisation you would like to assess your application. * Name Search Clear Select ACN ACN ACN Name ACN
d. Select the registered certifier from the list of options.	Legal name ABN ACN Trading Name PENRITH CITY COUNCIL 43794422563 PENRITH CITY COUNCIL Transport for NSW (Maritime) 18804239602 Transport for NSW (Maritime) Sydney Olympic Park Authority (Consent Authority) 68010941405
The registered certifier's details will appear 24. Indicate whether the principal certifier is the same as the registered certifier. If you select Yes, go to step 26. If you select No, continue to step 25.	on the screen. Principal certifier details Is the principal certifier the same as the registered certifier?* Yes No



 25. To enter the principal certifier's details: a. Select either ABN, ACN or Name from the drop-down options. b. Enter your search term in the space provided. c. Click "Search". 	ACN Search Clear ABR ACN ACN ACN ACN ACN
d. Select the principal certifier from the list of options.	Matching names ABN ACN Trading Name UNITED CONSULTING ENGINEERS PTY LTD 40090572973 090572973 UNITED CONSULTING PTY. LTD. 59165648788 165648788
26. Click "Save and continue".	Save and exit Save and continue

Step 5: Upload documents

<u>Note</u>: There are certain documents that must be uploaded to your application. These are located in the "Required document" table. However, your certifier may require additional documents to complete their assessment of your application. To avoid potential delays, we recommend contacting your nominated certifier for clarification on the necessary inclusions.





<u>Note:</u> 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.

28. Click "Save and continue".

Save and exit Save and continue

<u>Note</u>: Based on the details provided in your application, if a housing and productivity contribution is identified for the development, a message will display alerting you that a contributions case has been created.

A contributions case has been automatically created and requires your input to determine the contribution payable. You will be prompted to enter in additional details towards the end of this workflow. Alternatively you can access the Contributions Case via the 'related cases' tab at the bottom of the page. For further information, please contact your council for local infrastructure contributions or the Department for state infrastructure contributions via our online form

The system will automatically generate a subcase with a CON prefix. You will then be prompted to enter further details within the CON case, upon clicking 'Save and continue' on this screen.

CDC applications that do <u>**not**</u> require a housing and productivity contribution to be paid will proceed to Step 6, 'Review and submit'.

Entering housing and productivity contribution details

Certain residential, commercial, and industrial developments may be subject to a housing and productivity contribution (HPC) on approval of the Complying Development Certificate (CDC) application. The need for a contribution will be determined based on the location of the development site and the types of development types specified in your CDC application. This section of the guide outlines the steps to complete the applicant inputs for the contributions case.

Applicant input	Contributions framework	Proposed & existing uses	Total number of units	Calculate contributions	Final	ise contributions
	,					
					1	
					1	
					-	

<u>Note:</u> While we encourage applicants to provide information on proposed development for contributions, if this information is not understood, or available, you may submit your application without completing any further details. The certifier responsible for assessing your CDC application



will finalise the necessary inputs for the housing and productivity contributions. It is the certifier's responsibility to ensure that the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

1. Identify if a previous payment for contributions or a planning agreement applies.

Do any of the following apply	: What is this?
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Previous payment made for state contributions

State planning agreement applies to the development

Note: Previous arrangements may impact contributions for a new development. Evidence will be necessary and can be uploaded. Each selected item will require supporting documents to be uploaded.

The development types and common application types entered in the Complying Development Certificate application will display. If the listed development(s) which require a contribution do not appear in the table, capture further contribution uses by following the steps below.

1	These development types and common application types have already been entered for the CDC. A contribution may be required for these and will be transferred to the table below.
•	Residential Accommodation
	Balcony, deck, patio, terrace or verandah

- Driveways and hard stand spaces Dwelling House
- Erection of a new structure Subdivision

2. Select a category from the available list.	Select a category Select \checkmark Select Agriculture Commercial Development Existing residential lots Industrial Development Infrastructure Manufactured home estate Residential Accommodation Subdivision Supporting Development
a. Click the down-arrow to select a	Select development *
development from the available list.	Retail Premise ×
Select as many developments from the	Airport
available list as relevant. This list will be	Air transport facility
filtered based on the category selected in the	An dansport premises Amusement centre
previous step.	Animal boarding or training establishment Animal care premises Animal shelters Automatic teller machine Automotive/truck premises



<u>Note</u>: To add further contribution uses to the table, **click** 'Add Contributions uses' and repeat the previous steps.

3. Click "Complete Selection" to refresh and update the Proposed number of units for calculating contributions.

Complete Selection

The development requiring contributions will be listed in the table, allowing you to enter the number of units per the unit of charge.

<u>Note</u>: The unit of charge corresponds to the type of development proposed. For residential development, the total is calculated by entering the number of units of charge (i.e., the number of new dwelling lots). For commercial and industrial development, the total is calculated by multiplying the units of charge by the square meterage of new gross floor area (GFA) applicable to the development.

		Proposed number of units for calculating contributions <u>What is this?</u>					
		Development	Sub types <u>What is this?</u>	Total number of units		Unit of charge	
		Office Premise				SQM of GFA	
		Retail Premise]	SQM of GFA	
4.	Enter deve	r the total numbe lopment.	er of Units for each	Total		Unit SQM SQM	of GFA of GFA
5.	Indic exist resid deve	ate whether you ing development ential lot, that ap lopment.	want to add an , such as an existing oplies to your	Do you v O Yes O No	vant to add existing	g development	?
	lf you a. S	u select Yes, Select a category ist.	y from the available	Sel E	ect a category xisting residential lo	ts V	
	b. C	Click the down-a levelopment fror	rrow to select a n the available list.	Select dev	velopment *	Ň	<

Complying Development Certificate Applicant c. Select "Add type/use" to add an Add type/use additional existing development, if required. 6. Click "Complete selection" to refresh and **Complete Selection** update the table for existing number of units for calculating contributions. Existing number of units for calculating contributions Development Sub types What is this? Total Unit of charge Lots Existing lot for torrens subdivision Unit of charge Total 7. Enter the total number of units per unit of charge. Lots 8. Once you have finished entering the Submit contribution details, click "Submit".

<u>Note:</u> After clicking submit, the contribution details entered will be saved with your application. You can review the details entered via the file generated and located in the documents tab of the Complying Development Certificate application.

Step 6: Review and submit application



14

Applicant



30. If you are submitting the application to a certifier working for a council, indicate whether you are an employee, councillor or relative of an employee at that council.	Are you an employee / Councillor or relative of an employee / Councillor within the same local government area as the proposed development? * Yes No	
If yes, indicate the nature of your relationship.	Nature of relationship * I am an employee I am a councillor I am a relative of, or relationship with, employee or Councillor	
31. Once you have reviewed the information entered, complete the Declarations at the bottom of the page by selecting each tickbox or clicking "Select all".	 Select all I declare that all the information in the application and accompanying documents I understand that the application and the accompanying information will be provided to other State agencies. I understand that if incomplete, the consent authority may request more information 	
32. Click " Submit CDC application".	Save and exit Submit CDC Application	

What happens next?

- The nominated certifier will receive a system-generated notification to advise them that they have received an application for their review.
- The nominated certifier will review your application and may request additional documentation to be provided. You will receive a system-generated email advising you of the request.
- The certifier will discuss the required fees with you and any Terms and Conditions. This will occur outside of the NSW Planning Portal.
- The nominated certifier will provide you with an outcome of their review via a system-generated notification. If they decline the application for assessment, you can use the "Copy to new" function to re-submit the application to an alternative certifier.



• If you need to withdraw the application, you can do so by using the "Withdraw application" functionality accessed via the "Actions" button within the application.

tion ~	Actions ~	Close and home
Refresh	1	CDC Approval
Withdra	aw	
Provide	Additional Info	

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the <u>Help and Resources section</u> of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the <u>Information and Training sessions page</u> of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or <u>submit an enquiry</u> <u>online</u>. If you are calling from outside Australia, please call +61 2 8894 1555.

