

How to submit Intention to Commence Work

You are required to submit your notice of intention to commence the erection of building or subdivision work on the NSW Planning Portal (*Section 59 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*).

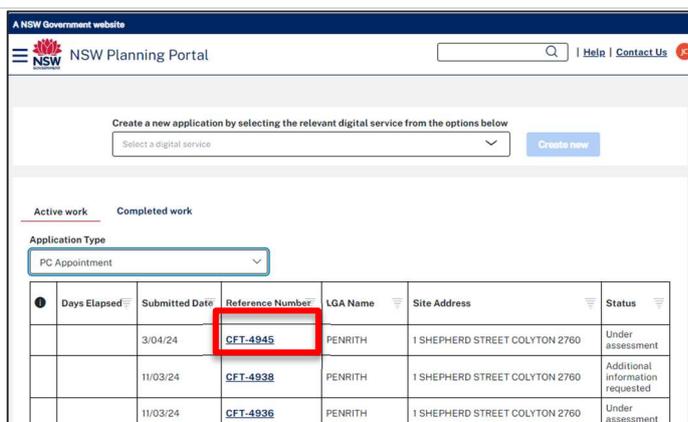
To submit your Intention to commence work please follow the step-by-step instructions below.

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

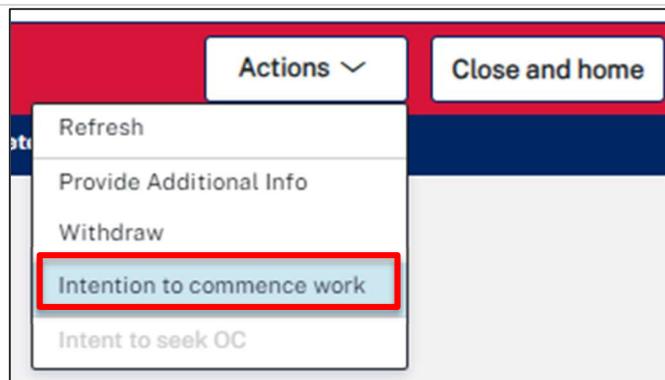
Submitting the Intention to Commence Work

You will need only be able to complete these steps once the nominated certifier has accepted the related ‘Principal Certifier Appointment’ application. The Notice of Commencement function is only applicable to general applicant account profiles, not for professional account profiles (i.e., developer).

1. Log in to the NSW Planning Portal and **select** the related ‘PC Appointment’ application from your dashboard by **clicking** the reference number.
 Note: You can refine the list of applications by selecting ‘PC Appointment’ from the ‘Application type’ drop down.



2. Select ‘Intention to commence work’ from the ‘Actions’ menu.



<p>3. Select the type of work you are intending to commence.</p>	<p>What type of work are you intending to commence?: *</p> <p><input checked="" type="radio"/> Erection of the building</p> <p><input type="radio"/> Subdivision work</p>
<p><u>Note:</u> If you are intending to notify your intent to commence both the erection of building and subdivision work, you will need to complete this action twice.</p>	
<p>4. Enter the date you intend to commence work.</p>	<p>When do you intend to commence work? *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div>
<p>5. Select the related development consent</p>	<p>Related development consent: * i</p> <p><input type="radio"/> Development Application number (DA)</p> <p><input type="radio"/> Complying Development Certificate (CDC)</p> <p><input type="radio"/> State determined (SSI / SSD)</p>
<p>6. For CDC applications, input the related development consent reference number, and the related development consent determination date.</p> <p>Note: The determination date will automatically populate with the date provided in the PC Appointment application</p>	<p>Related development consent reference number *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div> <p>Related development consent determination date *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text" value="15/08/2023"/> </div>
<p>For development applications and state determined applications, input the related development consent reference number, the related development consent determination date, the related construction certificate and the date the construction certificate was issued.</p> <p>Note: The determination date will automatically populate with the date provided in the PC Appointment application</p>	<p>Related development consent reference number *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div> <p>Related development consent determination date *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text" value="15/08/2023"/> </div> <p>Related construction certificate reference number *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div> <p>Date related construction certificate issued *</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div>

<p>7. If the related consent had conditions, click “Upload” to attach a statement that all conditions have been satisfied. This statement must be signed by or on behalf of the principal certifier.</p>	
<p>a. Click Select files (s) or drag and drop your file(s) in the space provided. b. Categorise the file type(s) c. Click “Attach”.</p>	
<p>8. Click “Submit”.</p>	

What happens next?

- The consent authority and/or principal certifier will be notified of your intent to commence work via a system generated email. A copy of this email can be viewed in the case narrative section of the ‘Action summary’.

[Certificate details](#)

[Documents](#)

[Related cases](#)

[Analytics](#)

[Action summary](#)

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 [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the NSW Planning Portal Customer Support team.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or [submit an enquiry online](#). If you are calling from outside Australia, please call +61 2 8894 1555.