

Complying Development Certificate | Certifier / Council

How to upload documents to a CDC application after determination

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How to upload documents to a CDC application after determination

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Introduction

The complying development certificate service includes functionality for NSW Planning Portal council, registered certifier and principal certifier users to upload documents to a determined application. This functionality allows users to:

- add an approved document or plan
- replace an incorrectly uploaded document or plan within 14 calendar days of determination.

When the 'Upload document' functionality is used, the details are recorded in the 'Post determination actions' tab, including the date and time of the upload, the user who completed the action, the reason for the upload and any comments provided. An email notification is also sent to the applicant.

If as a result of this action, a document needs to be tagged as superseded or sensitive, please refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide for more information.

This guide outlines the steps for uploading documents to a determined complying development certificate application and viewing the recorded post-determination actions in the NSW Planning Portal.



Note: You will need a NSW Planning Portal certifier user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

How to add or replace an approved document

 **Note:** This functionality can only be used to add an approved document or plan or replace an incorrectly uploaded document or plan on a determined application. All documents and plans must reflect the decision maker's original decision at the time of exercising the statutory function for which the document or plan relates. This option is only available for 14 calendar days after determination.

1. **Log in** to the NSW Planning Portal to display your dashboard.

Active work						
Completed work						
Unassigned tasks						
Assigned tasks						
Case status						
Application Type						
All						
Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status	
3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment	
3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment	

2. Locate and **open** the relevant complying development certificate application by clicking on the reference number on the 'Completed work' dashboard.

Active work						
Completed work						
Unassigned tasks						
Assigned tasks						
Case status						
Application Type						
Complying Development Certificate						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	
CDC-29004	22/09/26	CARRATHOOL	6/2/DP758231	Approved	0	
CDC-29003	22/09/26	CAMDEN	33/-/DP1305486	Approved	0	
CDC-29001	22/09/26	CAMDEN	33/-/DP1305486	Approved	0	

3. **Select** 'Upload documents' from the 'Actions' menu.

Complying Development Certificate						
Reference number: CDC-29004						
Approved						
Actions						
Refresh						
Initiate inspection						
Record written notice						
Upload documents						
Mark sensitive documents						
Mark superseded documents						

4. Enter a comment to support the change, if required.

Comments

Maximum 2000 characters

Remaining: 2000 characters

5. Select 'Upload' to upload at least one document.

Requirements and Uploads

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you want to upload the same file in multiple categories, you will need to either name the files differently to complete a bulk upload or attach one document at a time.

If you need to amend any attachments please delete and upload a replacement document.

Upload

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

- a. Select or drag and drop your file(s). Categorise the file type before clicking 'Attach'.

Attach Documents

Drag and drop files here

or

Select file(s)

Name *	File	Category
Architectural plans_01012	Architectural plans_01012024.pdf	Architectural plans

Cancel

Attach

6. Complete the declaration.

Declaration *

☐ The documents or plans provided are accurate, complete, and relevant to this application. I declare that all uploaded documents and plans strictly reflect the decision maker's original decision at the time of exercising the statutory function for which this document or plan relates.

7. Click 'Submit'.

Cancel

Submit

How to view the documents uploaded post determination

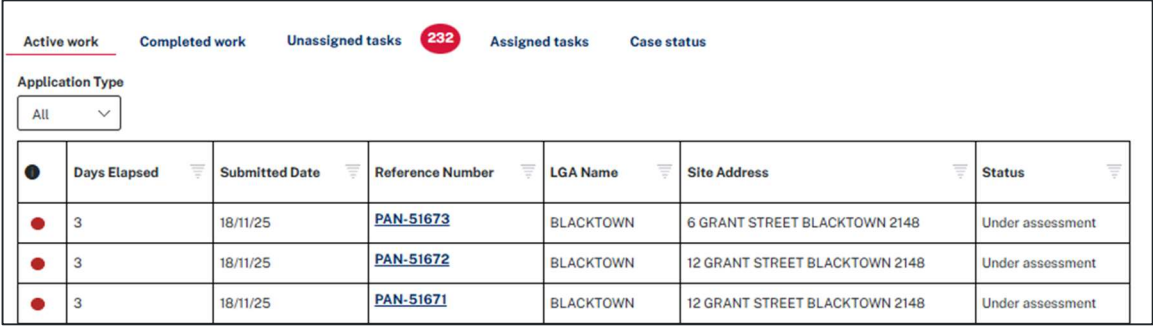
When a certifier or council user uploads a document after the complying development certificate is determined:

- all documents will be visible on the 'Documents' tab
- a new tab will appear in the review harness titled 'Post determination actions'. This tab displays a table with the reason for upload, comments, date and time of the change and who made the change.
- the edits are also logged in the 'Action summary' within the application for audit purposes.

This section outlines how to view the information in these three locations.

View the 'Documents' tab

1. **Log in** to the NSW Planning Portal to display your dashboard.



The screenshot shows the NSW Planning Portal dashboard. At the top, there are tabs: 'Active work', 'Completed work', 'Unassigned tasks' (with a red badge showing '232'), 'Assigned tasks', and 'Case status'. Below the tabs is a dropdown menu for 'Application Type' set to 'All'. Below this is a table with the following columns: 'Days Elapsed', 'Submitted Date', 'Reference Number', 'LGA Name', 'Site Address', and 'Status'. The table contains three rows of data, all with a status of 'Under assessment'.

Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and **open** the relevant complying development certificate application by clicking on the reference number on the 'Completed work' dashboard.

Active work	Completed work	Unassigned tasks	687	Assigned tasks	Case status
Application Type					
Complying Development Certificate					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
CDC-29004	22/09/26	CARRATHOOL	6/2/DP758231	Approved	0
CDC-29003	22/09/26	CAMDEN	33/-/DP1305486	Approved	0
CDC-29001	22/09/26	CAMDEN	33/-/DP1305486	Approved	0

3. Click on the 'Documents' to view the list of documents.

Application details
Documents
Regulated designs
Certifier details
Analytics
Post determination actions
Action summary

Documents

Refine documents in the table. To filter documents by type, marked as, uploaded by, or from and to a particular date, use the 'Filter' options below. To filter documents or sort by name, click the 3 vertical dots in the 'Name' column and select a sort option or apply a filter. To sort by document type or date last modified, click the 3 vertical dots in the 'Type' or 'Modified' columns and select a sort option.

Type
Please select

Marked as
Please select

Uploaded by
Please select

From
For example, 01/01/2022

To
For example, 01/01/2023

Apply Filters

Reset all

Name	Type	Modified
Site Plans.docx	Structural design plans and details	23/09/2026 06:13 PM by UnitedPrivateCertifi 1cdc All
51234 - Copy - Copy - Copy_V1.png	Complying development certificate	22/09/2026 06:33 PM by UnitedPrivateCertifi 1cdc All
21719_V1.png	CDC Stamped plans	22/09/2026 06:33 PM by UnitedPrivateCertifi 1cdc All

a. Use the filters to locate the documents. The most recent documents will be at the top of the document table.

Filter

Type
Please select

Marked as
Please select

Uploaded by
Please select

From
For example, 01/01/2022

To
For example, 01/01/2023

Apply Filters

Reset all

View the summary in the 'Post determination actions' tab

1. Log in to the NSW Planning Portal to display your dashboard.

Active work Completed work Unassigned tasks 232 Assigned tasks Case status						
Application Type						
All ▾						
●	Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
●	3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
●	3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
●	3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and **open** the relevant complying development certificate application by clicking on the reference number on the 'Completed work' dashboard.

Active work Completed work Unassigned tasks 687 Assigned tasks Case status						
Application Type						
Complying Development Certificate ▾						
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed	
CDC-29004	22/09/26	CARRATHOOL	6/2/DP758231	Approved	0	
CDC-29003	22/09/26	CAMDEN	33/-/DP1305486	Approved	0	
CDC-29001	22/09/26	CAMDEN	33/-/DP1305486	Approved	0	

3. Select the 'Post determination actions' tab.

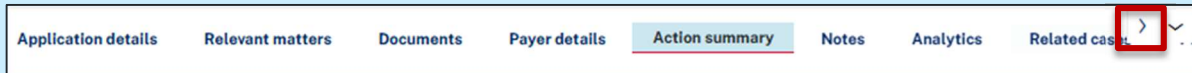
Application details Documents Regulated designs Certifier details Analytics Post determination actions Action summary > ▾				
Post determination actions				
	Date and time	Performed by	User role	Reason for upload
▶	23/09/2026 06:13 PM	UnitedPrivateCertifi 1cdc All	Certifier	To add an approved document or plan or replace an incorrectly uploaded document or plan

4. Click the arrow to view any comments left by the certifier.

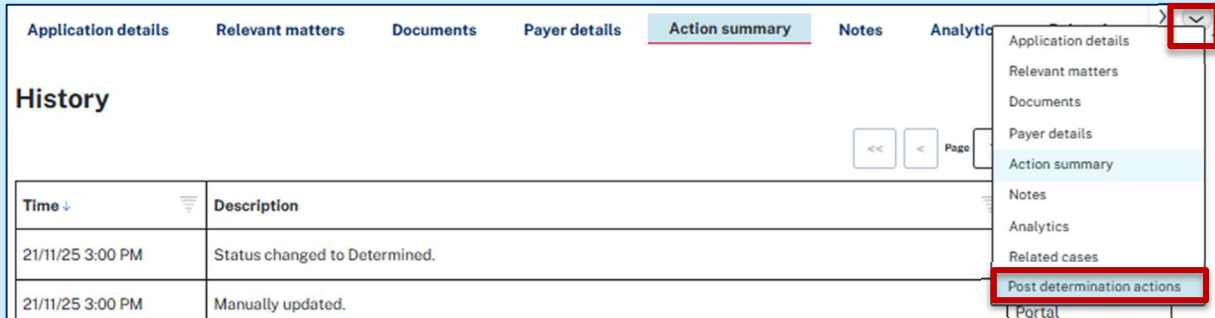
Post determination actions				
	Date and time	Performed by	User role	Reason for upload
▼	23/09/2026 06:13 PM	UnitedPrivateCertifi 1cdc All	Certifier	To add an approved document or plan or replace an incorrectly uploaded document or plan
Comments				
Uploading updated site plans.				

 **Note:** If the 'Post determination actions' tab is not visible, either:

a. Click the '>' arrow to progress to tabs further to the right, or

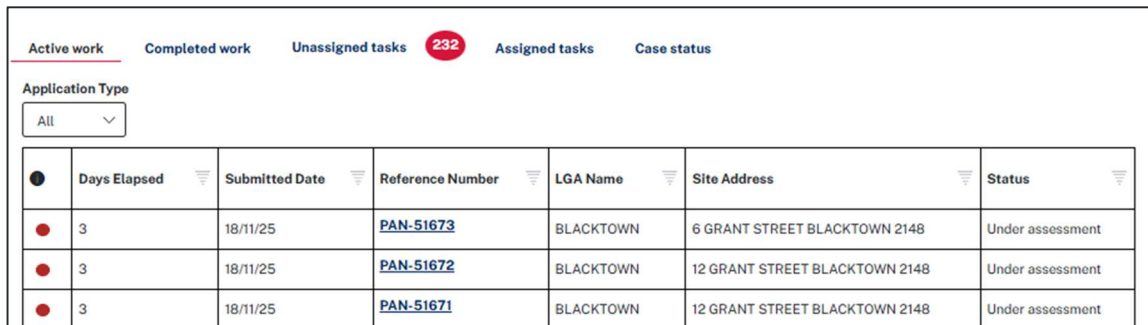


b. Click the drop-down arrow and select from the list that displays



View the audit log in the 'Action summary'

1. **Log in** to the NSW Planning Portal to display your dashboard.



Days Elapsed	Submitted Date	Reference Number	LGA Name	Site Address	Status
3	18/11/25	PAN-51673	BLACKTOWN	6 GRANT STREET BLACKTOWN 2148	Under assessment
3	18/11/25	PAN-51672	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment
3	18/11/25	PAN-51671	BLACKTOWN	12 GRANT STREET BLACKTOWN 2148	Under assessment

2. Locate and **open** the relevant complying development certificate application by clicking on the reference number on the 'Completed work' dashboard.

Active work	Completed work	Unassigned tasks	687	Assigned tasks	Case status
Application Type					
Complying Development Certificate					
Reference number	Submitted Date	LGA Name	Site address	Status	Days Elapsed
CDC-29004	22/09/26	CARRATHOOL	6/2/DP758231	Approved	0
CDC-29003	22/09/26	CAMDEN	33/-/DP1305486	Approved	0
CDC-29001	22/09/26	CAMDEN	33/-/DP1305486	Approved	0

3. Click the 'Action summary' tab and review the audit trail.

Application details

Documents

Post determination actions

Action summary

Related cases

Payment details

History

<<

<

Page 1 of 3

>

>>

Time	Description	Performed by
23/09/26 4:57 PM	Correspondence has been attached: CDC (CR-2024-703) for 182 BLACKTOWN ROAD BLACKTOWN 2148: Updated.	UnitedPrivateCertifi1cdc All
23/09/26 4:57 PM	Attached documents: Site Plans.docx and reason for upload: To add an approved document or plan or replace an incorrectly uploaded document or plan	UnitedPrivateCertifi1cdc All

What happens next?

- When the 'Upload document' functionality is used by a council or certifier user, an email will be sent to the applicant. This will advise them of the change to the documentation including the name of the newly uploaded document.
- The 'Action summary' will include a record that documents were uploaded to the complying development certificate application, including the date and time for audit and record-keeping purposes.
- A new tab will appear in the review harness titled 'Post determination actions'. If it is not visible, please use the options outlined in the 'View the summary in the Post determination actions tab' section of this step-by-step guide.
- To mark an existing document as sensitive or superseded, refer to the *How to manage documents in the NSW Planning Portal* step-by-step guide.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

- How to register for a NSW Planning Portal account
- How to navigate the NSW Planning Portal dashboard
- How to manage documents in the NSW Planning Portal

These documents can be found on the [NSW Planning Portal Support Hub](#).