

Project Remediate is a voluntary three-year program to help remove combustible cladding on high risk apartment (class 2) buildings known to the NSW Cladding Taskforce.

Design and building practitioners working on Project Remediate are required to lodge declared designs and building compliance declarations. The NSW Planning Portal will also capture the Remediation Assurance Certificate issued at the conclusion of remediation work and record the resolution of any fire safety orders applicable to the site.

This guide outlines the steps required to initiate a 'case' within the Planning Portal and lodge the required documents and declarations.

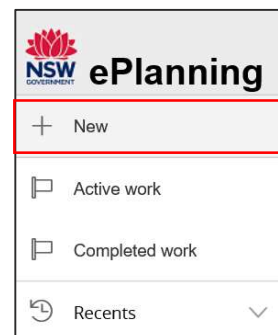
These steps should only be undertaken as and when instructed by the Project Remediate managing contractor. The managing contractor will provide the necessary Remediate ID number to be entered when initiating the case.

This process does not apply for any cladding remediation being conducted outside Project Remediate.

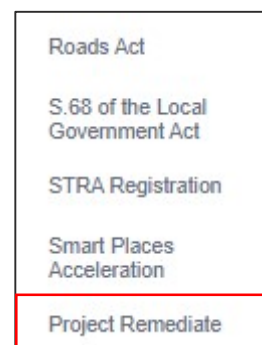
To initiate a Remediation case via the NSW Planning Portal, you will need a NSW Planning Portal account. To register a new account, refer to the QRG *How to Register for an Account*.

Initiate case

1. After you have logged in to the NSW Planning Portal, **click** New at the top left of the screen.



2. **Click** on Project Remediate.



Note: This will commence a new application.

Applicant details

3. **Enter** Personal details in the space provided.

Personal details

Title
Please Select... ▾

First given name *
Jane

Other given name/s

Family name *
Citizen

Contact Number
0112341234

Email *
sitpd1@yopmail.com

Address *
2 BELMONT AVENUE PENSHURST 2222

Note: The personal details fields will pre-populate based on the details stored against the user log in information. This information can be edited.

4. The Organisation details will pre-populate based on the user log in information.

Organisation details

ACN ▾ Enter here and search Search Clear

ABN 98 757 941 814 ACN

Name OLYMPIC SWISS LIMITED

Trading Name

Address Unit 40, Park Ave Waitara NSW 341234

Email developer_dev@yopmail.com

5. **Click** Continue.

Continue

Application details

- 6. **Indicate** if this project remediate application is related to a Complying Development Certificate (CDC), a Development Application (DA) or a Development Control Order (DCO).

Related application

Is this Project remediation application related to a development

- Complying Development Certificate (CDC)
- Development Application (DA)
- Development Control Order (DCO)

Note: Below are examples of the information required for each of the related applications. Only one of the below options may be selected.

- 7. If the related application is a CDC, then the following information will be required:
 - a. Indicate if the CDC was applied for via the NSW Planning Portal.
 - b. Enter the relevant reference number for the CDC.
 - c. Date of determination / certificate issue date.
 - d. Building work commencement date.
 - e. Remediate ID number.

Is this Project remediation application related to a development application (DA)

- Complying Development Certificate (CDC)
- Development Application (DA)
- Development Control Order (DCO)

Was the CDC applied for via the NSW Planning Portal? *

- Yes
- No

Please enter CDC number of the approval which is related to this application (Pl

Date of determination(Certificate Issue Date)

Building work commencement date *

Remediate ID number *

Note: Where there is a related application for a DA or CDC on the portal, the relevant data such as application, practitioner and certifier details will be propagated to the project remediate case when a valid portal reference number is entered.

Submit Project Remediate Application

Developer / Practitioner



8. If the related application is a DA, then the following information will be required:
- a. Indicate if the DA was applied for via the NSW Planning Portal.
 - b. Enter the relevant reference number for the DA.
 - c. Date of determination.
 - d. Indicate whether the CC was applied for via the NSW Planning Portal.
 - e. Enter the relevant CC reference number.
 - f. Enter the date of determination / certificate issue date.
 - g. Building work commencement date.
 - h. Remediate ID number.

Is this Project remediation application related to a development application (DA),

Complying Development Certificate (CDC)

Development Application (DA)

Development Control Order (DCO)

Was the DA applied for via the NSW Planning Portal? *

Yes

No

Please enter DA number of the approval which is related to this application (Please)

Date of determination *

Was the CC applied for via the NSW Planning Portal? *

Yes

No

Please provide Construction certificate reference number ⓘ

Date of determination(Certificate Issue Date) *

Building work commencement date * ⓘ

Remediate ID number * ⓘ

9. If the related application is the result of a DCO, the following information will need to be entered:
- a. The DCO reference number.
 - b. The DCO date of issue.
 - c. Building work commencement date.
 - d. Remediate ID number.

Related application

Is this Project remediation application related to a development application (DA), complying

Complying Development Certificate (CDC)

Development Application (DA)

Development Control Order (DCO)

Please provide Development Control Order (DCO) reference number *

DCO Date of issue *

Building work commencement date * ⓘ

Remediate ID number * ⓘ

Submit Project Remediate Application

Developer / Practitioner



10. Enter the site of the development.

Note: The address entered will be validated against a list of identified buildings that are registered as requiring remediation works. There is an option to enter the address manually by selecting 'Address did not display'.

11. Ensure the primary address is selected.

Note: The consent authority details will automatically pre-populate.

12. Select the class of development.

Note: All project remediate developments will be classified as class 2, however the option is there to select additional classes if required.

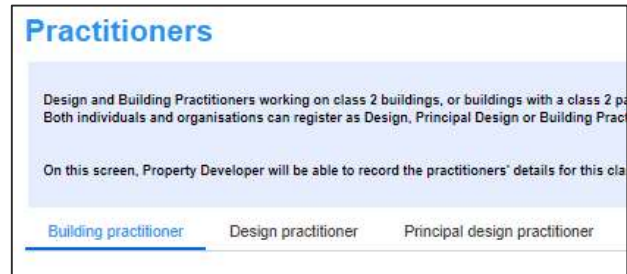
13. Enter detailed description of the development.

14. Enter the estimated cost of development (inclusive of GST).

15. Click Continue.

Practitioner details

16. Nominate Practitioners.

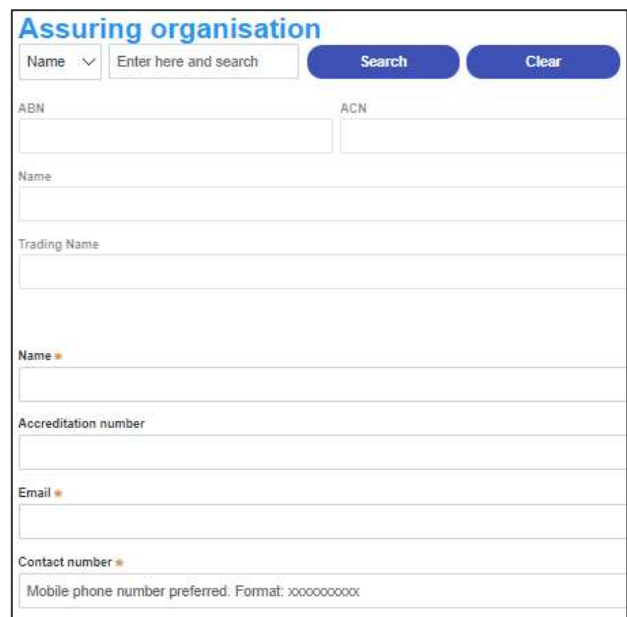


Note: For a step-by-step guide on how to nominate practitioners, please refer to the Quick Reference Guide *Nominate Practitioners* on the NSW Planning Portal.

Assurer details

17. **Enter** the assurer details by initially using the search function to locate the assurer details in the system, then when the assurer details are populated, the following additional information is to be entered:

- a. Assurer name.
- b. Accreditation number (not mandatory).
- c. Assurer email.
- d. Assurer contact number.



Note: Where the related application is a DA or CDC, the certifier details must be entered, whereas if the related application is a DCO, then the assurer details will need to be entered above.

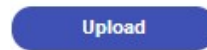
18. Click Continue.



Requirements and uploads

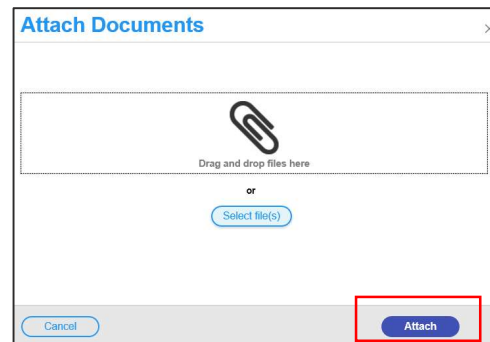
Note: Documentation of the applicable DA, CDC or DCO must be uploaded to the case.

19. **Click** Upload.



20. **Click** select files to search for file and once selected, **click** on the Attach button.

Note: You can also use the drag and drop feature to attach files.



21. Ensure the attached files are placed in their appropriate categories.



Note: The documents uploaded here will vary depending on what the related application type is (I.e. DA, CDC or DCO).

22. **Click** Continue.



Review and submit

23. When ready to submit the application, **click** on the declaration to indicate the information is true and correct.

Declarations *

I declare that all of the information and documents submitted are true and correct.

24. **Click Finish.**

Finish

What's next

The application will progress from the Initiate stage to the Designs stage, which will enable the Construction Issued Regulated Design documents to be uploaded and managed on the application.

At this stage, the developer has the option to complete the following tasks:

- Edit the intention to commence works,
- Edit the practitioner details, and
- Submit Construction issued regulated design variations.

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/help/frequently-asked-questions>; and / or
- Contact ePlanning Support at eplanning.support@planning.nsw.gov.au