

# Locate BASIX Certificates and Completion Receipts

Councils can locate BASIX certificates and completion receipts issued for development located within their local government area.

Registered certifiers, external to council, can locate BASIX certificates and completion receipts after issuing the BASIX completion receipt in the NSW Planning Portal.

Follow the steps below to locate a BASIX certificate or completion receipt using the advanced search in the NSW Planning Portal.

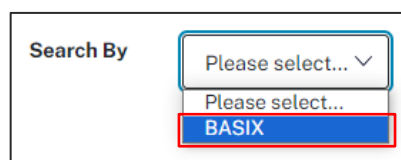
1. Log in to the NSW Planning Portal.

**Click** on the three horizontal stripes in the top left-hand side of the screen to open the menu and **select** Advanced Search.



**Note:** The advanced search will open for you to select an option to search by.

2. **Select** BASIX from the dropdown menu.



**Note:** You may search on BASIX certificate or completion receipt numbers.

3. **Enter** the BASIX certificate or completion receipt number in the corresponding field.

BASIX Completion receipt number:	<input type="text"/>
BASIX Certificate number:	<input type="text" value="1370242S"/>

4. **Click** search.



**Note:** The results will populate in the table below.

Reference number	Address	Status	Project name	Date Last updated	Created by	BASIX Certificate	BASIX Completion Receipt
BSX-83214	269 BLACKTOWN ROAD SEVEN HILLS 2147	Resolved-Completed	new dwelling 1	21/08/2023	BASIXApplicant2	<a href="#">1370242S</a>	<a href="#">CR-4JE8PRH1-1370242S</a>

5. Click on the BASIX certificate or completion receipt reference number/s to download the documents.

Created by	BASIX Certificate	BASIX Completion Receipt
BASIXApplicant2	<a href="#">1370242S</a>	<a href="#">CR-4JE8PRH1-1370242S</a>

**Note:** Once the file downloads, open it from your downloads area on your browser or drive.

## 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 - <https://www.planningportal.nsw.gov.au/development-and-assessment/basix-certificate/basix-faqs> and / or contact ServiceNSW on 1300 305 695.