

Submit a Complying Development Certificate application

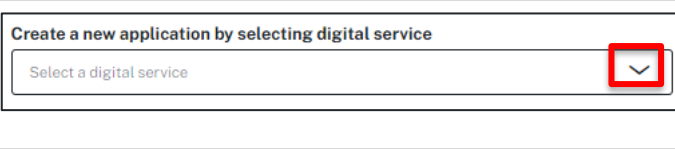
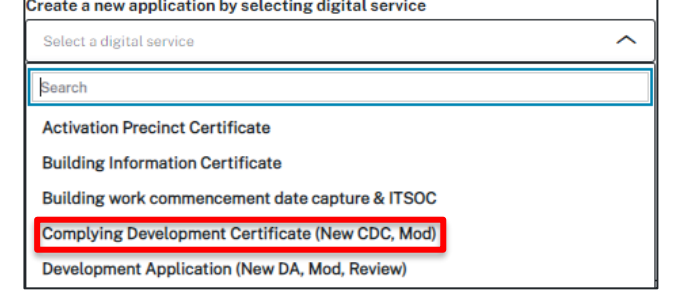
Complying development is a fast-track approval process for straightforward residential, commercial and industrial development. Please consult with your registered certifier or the local council for advice on whether your development falls under Complying Development and discuss supporting document requirements before applying for a Complying Development Certificate. You may also access myHome Planner (<https://www.planningportal.nsw.gov.au/myhome-planner>) which is an online tool developed to assist people with determining which development pathways is suitable.

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

Sections included in this guide

1. Initiate application
2. Capture applicant details
3. Capture development details
4. Capture Certifier details
5. Requirements and uploads
6. Inputting housing and productivity contribution details
7. Review and submit
8. What happens next?

Initiate application

<p>1. Log in to the NSW Planning Portal and select a digital service by clicking on the arrow.</p>	
<p>2. Select Complying Development Certificate from the list of options.</p>	

3. Click Create new.

Create new

Note: A new application will start with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

Capture applicant details

Note: Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application. The certifier may request additional information in relation to your application at any time during the application process.

4. Enter the applicant details.

Note: Your user profile name and contact email address will automatically populate in the applicant detail fields these fields may be edited as required.

Applicant details

Title
Please Select... ▾

First given name *
Jane

Other given name/s

Family name *
Doe

5. Indicate if you are applying on behalf of a company.

If you answered Yes,

- **Search** for the company by choosing an operator, ACN, ABN, or Name.
- **Enter** the search term in the search field.
- **Click** the search icon.
- **Select** a result from the list provided.
- **Indicate** if the company is the nominated applicant for this application.

Are you applying on behalf of a business or company?

Yes
 No

ACN ▾ Enter here and search Search

Name
--

ABN ACN
-- --

Trading name

Note: If you wish to search by ABN, select ABN from the drop-down list, then enter the relevant ABN in the space and click the search icon. If you cannot locate the company details by searching you may select the 'Not found?' checkbox and enter the details manually.

6. Identify the owners of the development site.

If there are multiple owners, **select** the appropriate button and **click** Add Owner.

If you are not one of the owners, you will be required to populate the contact information for all owners. You can add as many additional owners as required by **clicking** Add Owner.

If a company or business owns the development site, **enter** the company name and ABN.

Who owns the development site? *

I am the sole owner of the development site

There are multiple owners of the development site and I am one of them

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.

Owners Details

Add Owner

Note: If you are the sole owner of the site, you will not need to enter additional information.

7. Select who will be doing the building work and **enter** the builder or principal contractor details.

Who will be doing the building work? * ⓘ

Licensed Builder

Owner Builder

Not determined at this time (This information will be required prior to

Builder or Principal contractor details

Builder 1

Select the option that is applicable *

Individual

A company, business, government entity or other similar body

ACN **Search**

Note: Additional builder details can be added by clicking on the Add builder button.

You may also notify your certifier of the builder details at a later date if unknown (prior to work commencing).

8. Indicate if there are any security or site conditions which may impact the inspection. If Yes, you will be prompted to provide further details.

Are there any security or site conditions which may impact the person

Yes

No

9. Indicate who will be making the fee payment and **enter** the relevant details.

Select the option that is applicable : *

Individual

A company, business, government entity or other similar body

10. Enter the developer details, you can **search** to locate the company / business by a keyword. Use the drop-down menu to **select** a search option.

Developer details

ACN **Search** **Clear**

Note: If you have logged in with a developer profile, your developer details will be auto populated.

11. Click Save and continue.

Save and exit

Save and continue

Note: If you no longer wish to continue with the application, choose Cancel. To save your application to complete later choose Save and exit and you will be redirected to your Active Work. Save and exit will only work if all mandatory fields have been completed on the current page.

Capture development details

12. Select the application type.

What is the application type? * [What is this?](#)

- Complying development certificate application
- Modification to complying development certificate

Note: If the modification option is selected, further information will be required, such as the previous consent details, the proposed modification details and if the CDC was applied for via the NSW Planning Portal.

Complying development certificate application

Modification to complying development certificate

On what date was the application to be modified determined? *

Provide a description of the proposed modification *

Please provide a detailed description including any secondary development

Was the CDC applied for via the NSW planning portal? *

Yes

13. Enter the site of your development using the Address or Lot/Section number/Plan search functionality.
Repeat as required until all development sites are located.

Select the site of the development *

Enter address


e.g. 66 Harrington Street, Sydney NSW 2000

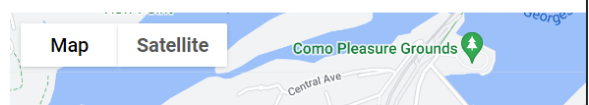
OR

Enter Lot/Section Number/Plan

e.g. 4/5/DP1044304

Address did not display? [?](#)

Street address	LGA	Lot/Section/Plan	Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ -- /DP807516 <input type="checkbox"/>	<input type="checkbox"/>	



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.


Note: Addresses may be entered manually by clicking on the Address did not display checkbox. You will be required to input the Local Government Area (LGA) or State Agency.

Address did not display? ⓘ

Enter address* Primary address?

e.g. 66 Harrington Street, Sydney NSW 2000

14. Indicate the primary address and relevant lot(s) of the development. These fields are mandatory. You can delete the address by **clicking** on the trash icon.

Street address	LGA	Lot/Section/Plan	Primary address?	
1 BINYA PLACE COMO 2226	SUTHERLAND SHIRE	21/ -- /DP807516	<input type="checkbox"/>	<input type="checkbox"/> 

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

Planning controls affecting property

BINYA PLACE COMO 2226

Summary of planning controls

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

16. Select a common application type to define associated development categories.

Please select at least one (1) common application type.*

- 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

Note: Development types are grouped under common application types. Following selection of the common application type(s), associated development type(s) will be displayed, grouped under development categories. There are some development types that may appear across multiple common application types.

If subdivision is chosen you will be requested to enter details of the proposed subdivision.

<p>17. Select the development category to expand the list of associated development types. Select all development types that apply to your development.</p> <p>Note: There is a What is this? hyperlink corresponding to each development type that you can click on for a definition.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Development type</p> <p>Select the development type(s) within the category.</p> <ul style="list-style-type: none"> > Agriculture > Commercial Development > Industrial Development <li style="background-color: #003366; color: white; padding: 2px;">> Residential Accommodation <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dwelling House <input type="checkbox"/> Residential Flat Building <input type="checkbox"/> Shop Top Housing </div>
<p>Note: A summary of selected development types will be displayed below and can be edited by clicking on the bin icon or making new selections as required.</p>	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> > Residential Accommodation > Supporting Development <p>Selected development types</p> <p>The selected development types appear here as a summary and can be edited.</p> <ul style="list-style-type: none"> ● Dwelling House <p>Please provide a detailed description of the development *</p> </div>
<p>18. Enter a detailed description of the proposed development.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Please provide a detailed description of the development *</p> <p><i>For example: Demolition of existing buildings, construction</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Please provide a detailed description including any secondary developments.</p> </div>
<p>19. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Is this application the direct result of a matter declared by the government by bushfire)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>20. Enter the estimated area of bonded asbestos removal in square metres.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Estimate of the area (if any) in square meters of bonded asbestos (m2) *</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
<p>21. Enter the estimated cost of work/development including GST as a plain numerical value (no dollar sign).</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">\$</div> </div>
<p>22. Select the lot type.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>What is the lot type?</p> <ul style="list-style-type: none"> <input type="radio"/> Corner lot <input type="radio"/> Parallel road lot <input type="radio"/> Battle-axe lot <input type="radio"/> Standard lot </div>

<p>23. Indicate if you have a Pre-DA Assist Tool report.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Pre-DA Assist Tool</p> <p>Do you have a Pre-DA Assist report?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> </div>
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Note: The Pre-DA Assist Tool is currently only applicable to the Parramatta and Georges River council areas, where a Dwelling House is selected as the development type.

The Pre-DA Assist tool will provide applicants with a quick ‘first pass’ to check if their development designs are compliant with the development standards set out in Part 3 Division 3 of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

When the architectural plans are uploaded, the tool will overlay the relevant complying development standards, highlighting whether it meets the standards. A report will be generated to highlight where the design passes or fails the compliance clauses. The report can then be included as part of the CDC application on the Portal, which will be available to the consent authority or registered certifier as a tool for final assessment.

<p>If Yes is selected, enter the Pre-DA Assist report number and then click Check.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Pre-DA Assist Tool</p> <p>Do you have a Pre-DA Assist report? What is this?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Enter your Pre-DA Assist report number What is this?</p> <input type="text"/> <p style="text-align: right;">Check</p> </div>
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Note: The Pre-DA Assist report status will display and the Pre-DA Assist report will be retrieved from the Archistar platform and added as a PDF document to the documents tab under the category Pre-DA Assist.

The Architectural plans used to generate the report on the Archistar platform will also be retrieved and added to the document tab under the Architectural Plans document category.

<p>24. Indicate if you have a BASIX certificate.</p> <p>If Yes, enter the BASIX certificate number. Note: Additional BASIX certificate numbers may be entered by clicking Add.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Do you have one or more BASIX certificates?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Enter in the BASIX certificate number *</p> <input type="text"/> <p style="text-align: right;">Add</p> </div>
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Note: A BASIX certificate is only required for certain residential developments. If this question appears on your application, **click** the **What is this?** tool tip to find out more.

<p>25. Indicate if you have already obtained a Section 10.7 Planning Certificate.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Section 10.7 Planning Certificate</p> <p>Section 10.7 Planning Certificates provide background information on a property.</p> <p>Have you already obtained a Section 10.7 Planning Certificate?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>Note: If you have not already applied for a Section 10.7 Planning Certificate, you may be able to apply via the Portal if the relevant council is participating. Otherwise, you will need to contact the council directly.</p>	
<p>26. Indicate if approval under Section 68 of the <i>Local Government Act 1993</i> is required. If Yes, you may be able to apply through the Portal. Follow the application prompts and complete the corresponding fields.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Section 68 of the Local Government Act</p> <p>Is approval under s68 of the Local Government Act 1993 required? * Y</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>
<p>Note: If you are initiating the Section 68 Certificate application at this step, a related case will be created once you submit the application. You will need to enter the draft application via the Related Cases tab and continue complete the outstanding information to submit the application.</p>	
<p>27. Click Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Save and exit Save and continue </div>

Capture Certifier details


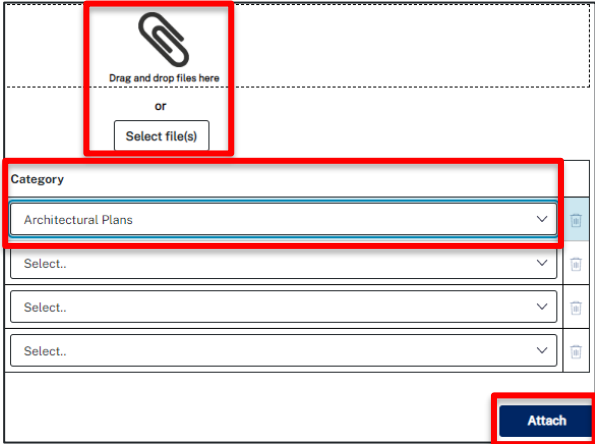

<p>28. Nominate the registered certifier:</p> <ul style="list-style-type: none"> • Select either Company Name, Trading Name, ABN or ACN. • Enter your search term in the space provided then click Search. 	<div style="border: 1px solid black; padding: 5px;"> <p>Select your nominated registered certifier</p> <p>The fee for this application is to be paid directly to your certifier or council. Fees cannot be paid for fees payable in respect of applications for complying development certificates.</p> <p>Select the certifying organisation you would like to assess your application.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Company Name ▾</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">United Consulting</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Search</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Clear</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Select...</p> <p>Company Name</p> <p>Trading Name</p> <p>ABN</p> </div> <p>Original Certifier details</p> </div>												
<ul style="list-style-type: none"> • Select the registered certifier from the list of options. 	<div style="border: 1px solid black; padding: 5px;"> <p>Matching names ×</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Legal name</th> <th>ABN</th> <th>ACN</th> <th>Trading Name</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">UNITED CONSULTING ENGINEERS PTY LTD</td> <td>0090572973</td> <td>090572973</td> <td></td> </tr> <tr> <td>UNITED CONSULTING PTY. LTD.</td> <td>59165648788</td> <td>165648788</td> <td></td> </tr> </tbody> </table> </div>	Legal name	ABN	ACN	Trading Name	UNITED CONSULTING ENGINEERS PTY LTD	0090572973	090572973		UNITED CONSULTING PTY. LTD.	59165648788	165648788	
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<p>29. Click Save and continue.</p>	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> Save and exit Save and continue </div>												

Requirements and uploads

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of your Certifier.

Note: Based on your application details, if a housing and productivity infrastructure contribution is identified for the development, a message will display alerting you that a contributions case is created, and you will be prompted to enter further details once you click save and continue.

i 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](#)

30. Click Upload.	
<p>a) Click Select files (s) or drag and drop your file(s) in the space provided.</p> <p>b) Categorise the file type(s).</p> <p>c) Click Attach.</p>	
<p>Note: 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.</p>	
31. Click Save and continue.	

Inputting housing and productivity contribution details

Certain residential, commercial, and industrial developments will be subject to a housing and productivity contribution (HPC), if the Complying Development Certificate (CDC) application is approved. The development site location and development types entered on your CDC application will identify if a contribution is required to be applied to your development.

If a HPC is identified, you will be directed to input details of the proposed development for which a contribution is payable.

This section of the guide provides instructions on how to complete the applicant inputs on the contributions case.

If a HPC has not been identified for the development, navigate to Review and submit.



Note: While we encourage applicants to enter information on proposed development for contributions, if this information is not understood, you may submit without completing any further details. The certifier who will assess your CDC application will finalise the input that is required for the housing and productivity contributions. It is the responsibility of the certifier to ensure the appropriate contribution amount is calculated and will be imposed as a condition of the consent, if approved.

Additional development details for contributions purposes

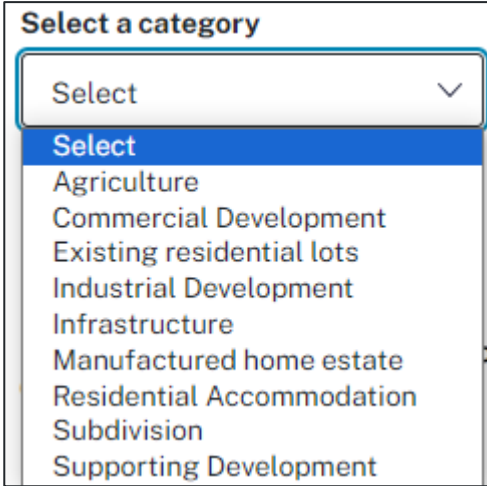
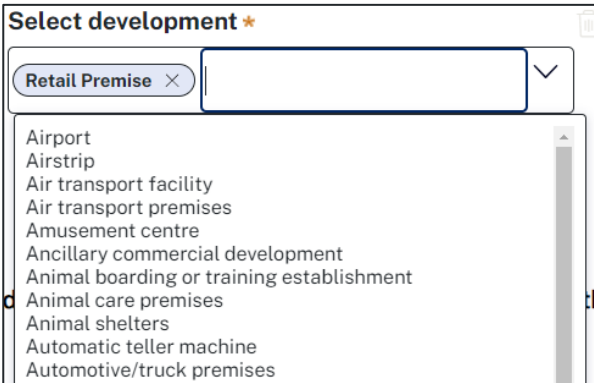

<p>32. Identify if a previous payment for contributions or planning agreement applies.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Additional development details for contributions purposes</p> <p>Do any of the following apply: What is this ?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Previous payment made for local contributions <input type="checkbox"/> Previous payment made for state contributions <input type="checkbox"/> Local planning agreement applies to the development <input type="checkbox"/> State planning agreement applies to the development </div>
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Note: Some previous arrangements may impact contributions for new development. Evidence will be required and can be uploaded.

Each item selected will require supporting documents to be uploaded.

Proposed development

Note: The development types and common application types that are entered on the CDC application will display. If the listed development(s) which require a contribution do not appear in the table below, capture further contribution uses by following the below steps.

<p>33. Select a category from the available list.</p>	
<p>a. Click the down-arrow to select a development from the available list.</p> <p>Note: Select as many developments from the available list as relevant. This list will be filtered based on the category selected in the previous step.</p>	
<p>Note: You may click Add Contributions uses and repeat the previous steps to add further contribution uses to the table below.</p>	
<p>b. Click Complete Selection to refresh and update the Proposed number of units for calculating contributions.</p>	

Proposed number of units for calculating contributions

The development requiring contributions will populate on the table where you may enter the number of units per the unit of charge.

The unit of charge relates to the type of development being 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 [What is this?](#)

Development	Sub types What is this?	Total	Unit of charge
Office Premise		<input type="text"/>	SQM of GFA
Retail Premise		<input type="text"/>	SQM of GFA

c. Enter the total number of Units for each development.

Total	Unit of charge
<input type="text"/>	SQM of GFA
<input type="text"/>	SQM of GFA

Existing development

34. Indicate if you want to add existing development, such as an existing residential lot, that applies to your development.

Do you want to add existing development?

- Yes
 No

a. If Yes, select a category from the available list.

Select a category

Existing residential lots ▼

b. Click the down-arrow to select a development from the available list.

Select development *



c. Select Add type/use to add additional existing development, if required

Add type/use

d. Click Complete Selection to refresh and update the table for existing number of units for calculating contributions.

Complete Selection

Existing number of units for calculating contributions

Existing number of units for calculating contributions			
Development	Sub types What is this?	Total	Unit of charge
Existing lot for torrens subdivision		<input type="text"/>	Lots

e. Enter the total number of units per unit of charge.

Total	Unit of charge
<input type="text"/>	Lots

35. Once you have finished entering the contribution details, **click** Submit.

Submit

Note: After clicking submit, the contribution details entered will be saved with your application, and you may view the details entered via the file generated and available on the CDC documents tab. You will be directed to the final section of the CDC, to submit your application. Following submission of your CDC application, the certifier will notify you of any contribution amounts payable following their assessment as part of the conditions of consent.

Review and submit

36. If you are submitting the application to a certifier working with a council, you will need to indicate if you are an employee, councillor or relative of an employee at that council.

37. After reviewing all the information provided on the application, **complete** the declarations.

38. Click Submit CDC Application.

Are you an employee / Councillor or relative of an employee

Yes
 No

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 this application, and may be provided to other State agencies.

I understand that if incomplete, the consent authority may request more information

Note: You can 'Save and exit' your application or move to previous pages and make any adjustments. Once you submit your application, it will be sent to the nominated certifier for review and they will discuss payment and any additional requirements with you directly.

Save and exit **Submit CDC Application**

End of steps

What happens next?

- If you have initiated a related application such as a Section 10.7 Planning Certificate or Section 68 approval, you must finish completing the 'In Progress' applications available in your Active Work or from the Related Cases tab.
- The Certifier will review your application and supporting documentation and may request additional or revised documents.

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/support/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.