

Creating a BASIX Certificate for Single Dwellings

This guide outlines how to use the NSW Planning Portal BASIX tool to create a BASIX certificate for a single dwelling development such as a house. Review the information on our website to find out if your development is categorised as single dwelling.

Throughout the tool you will be requested to enter information about the development to estimate the water and energy consumption and the thermal performance, ensuring your development meets the BASIX standards.

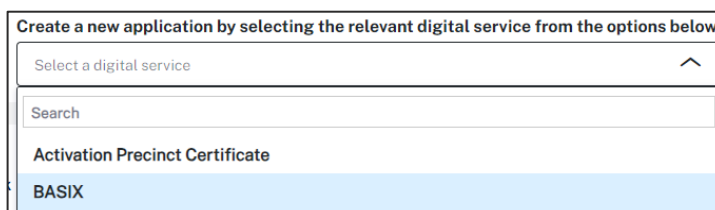
Once you have successfully completed the assessment and meet the BASIX targets, you can generate a BASIX certificate to be submitted with your development application or complying development certificate.

Sections included in this guide

1. Getting started
2. Navigating the application
3. Cancel an application
4. Project details
5. Water details
6. Thermal performance
7. Energy details
8. Application summary
9. BASIX Certificate
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Getting started

1. Log in to the [NSW Planning Portal](#) and **select** BASIX from the Create a new application dropdown menu.



Create a new application by selecting the relevant digital service from the options below

Select a digital service

Search

Activation Precinct Certificate

BASIX

2. **Select** Create new.

Create new

Note: The BASIX application will open.

3. Complete the questions to identify the type of development.

What type of development is being proposed?

Select one option from the list below *

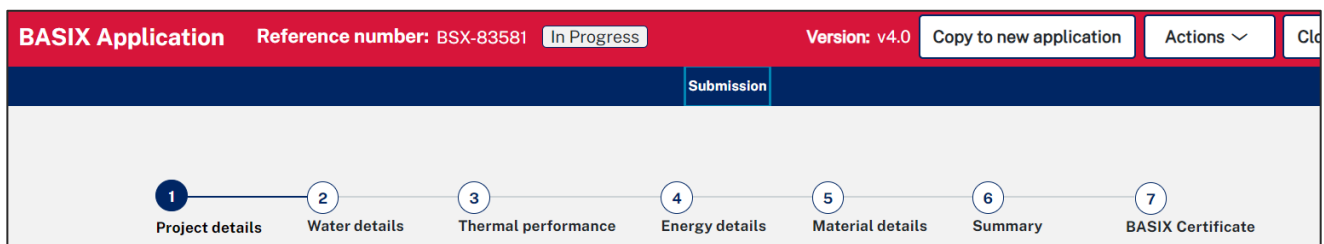
- ☐ One dwelling
- ☐ Two or more dwellings
- ☐ Secondary dwelling to an existing house E.g. Granny flat
- ☐ Alteration or addition to an existing house
- ☐ New Pool or spa

Note: Identifying the type of development will define the appropriate pathway for the tool, and ensures you are asked the right questions to request a BASIX certificate.

4. Click start application.


Start application

Note: The BASIX application will be initiated and a unique reference number to your BASIX application commencing with BSX. There are several sections to the application, starting with project details.



Navigating the application

Note: The below items will assist with navigating the application and can apply to most sections of the application.

- Throughout the application process, mandatory fields are indicated with an asterisk (*), and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.
- In line help is available throughout the application process in the form of tool tips. There are 2 different tools tips available on the application;
 - Hover** over information icons  to view help text in line with the application.
 - Click** [What is this?](#) to view detailed help text.
- Read** the notes and callouts provided throughout the application for guidance on how to complete the application.

Thermal Comfort Construction type Construction details Insulation **Windows** Skylights Status

Enter the details of the proposed windows. Select one or more windows or glazed doors using the checkboxes on the left to enable you to specify the operating type, frame and glass, shading and overshadowing. Note that feedback is shared with skylights.

Add Window/ Glazed Door

Enter Data

Change Orientation

Remove Window/ Glazed Door

Please click on "Add Window/Glazed Door" button, located on the top right hand corner of the page"

4. The application sections are presented at the top of the application. Click on the section headers to navigate there, and you may complete a section in any order.

1 Project details 2 Water details 3 Thermal performance 4 Energy details 5 Material details 6 Summary 7 BASIX Certificate

5. Each section of the application may have multiple parts to complete.
There may be another level of information to capture within each part.

Select each category below to input information about your project. You do not need

Thermal performance

Construction type

Construction details

Select the construction type for all parts of the dwelling that are included in the

Ignore parts of the dwelling that are external, such as decks or external walls of

Floor types

Wall types

Ceiling and roof types

6. There are links provided in certain parts that if **clicked** will navigate you to related sections of the application to be completed.

Landscape Fixtures Alternative water **Alternative water details** Pool & Spa Status

You have not nominated any alternative supply systems on the [Alternative water page](#). You do not have to complete this page.

7. You can **click** save and continue to move on to the next section of the application. To return to complete the previous sections later, **click** previous at any time.

Previous

Save and exit

Save and continue

8. An error message may display if there is incomplete required information after **clicking** save and continue.

Click cancel to address the errors.

Click ok to continue to the next section of the application and address the errors on the current section later.


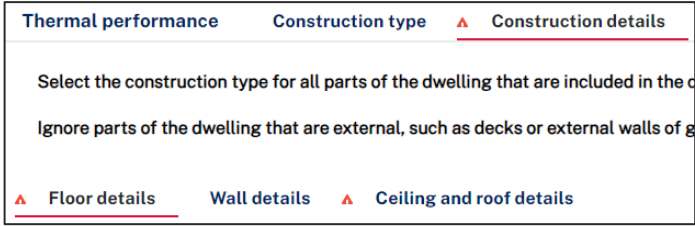
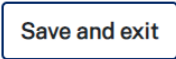
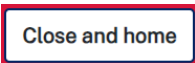
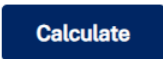
nswpe-dt3.pegacloud.io says

Alert: Error/s. Please complete all the mandatory fields.

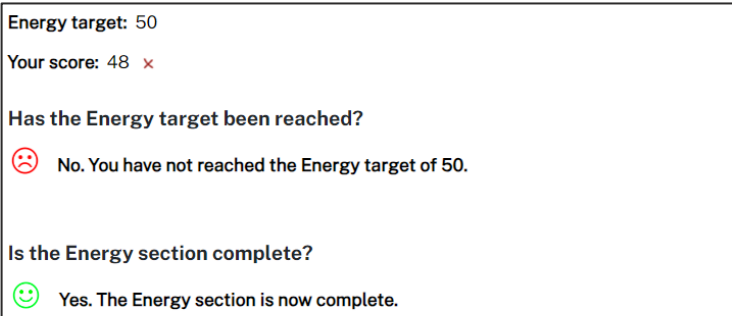

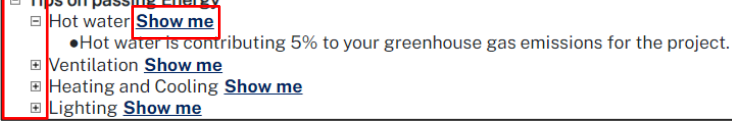
Select OK to continue and address these errors later;
or Cancel to address these errors now.

OK

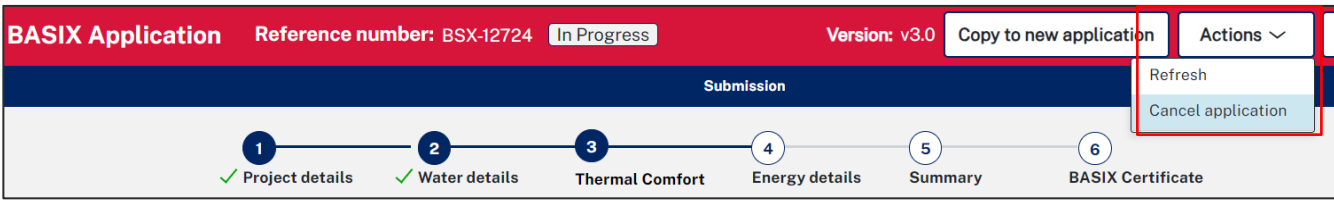
Cancel

9. Tabs with missing required information are indicated with an error  icon.	
10. You can save your progress and exit the application.	
11. Click close and home to return to complete your application later.	
12. Click calculate to update the score for the section. View the score breakdown in the status tab.	

Status tabs

1. The status tab for water details, thermal performance, and energy details will show the score calculated for the section and identify if there are items to address.	
2. Click + to expand the incomplete sections or tips on passing the section that reveals guidance to complete the application.	
3. Click show me to navigate to the section where there is incomplete information.	

Cancel an application

1. An application can be cancelled via the local Actions menu.	
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Project details

Note: Consider the following when completing the project details section of the application.

- When **entering** an Address or Lot /Section number/Plan, potential matching results will be suggested for you to **select** a result. Continue **entering** additional development sites if applicable.

<p>Enter address </p> <p>e.g. 66 Harrington Street, Sydney NSW 2000</p> <p>Address did not display? <input type="checkbox"/></p>	OR	<p>Enter Lot/Section Number/Plan </p> <p>e.g. 4/5/DP1044304</p>
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- Select the primary address for the application, and then **select** the lot.

Note: This is required for the score calculation to work.

Street address	LGA	Lot/Section/Plan *	Primary address? *	
15 CATALINA DRIVE CATALINA 2536	EUROBO DALLA	39 / - - / DP242907 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- Unregistered addresses can be **entered** manually.

Address did not display? ☒

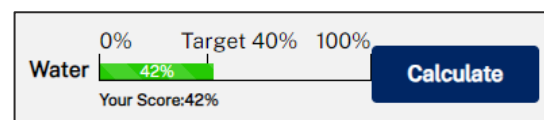
Address line1 *	Address line2	Suburb *
e.g. 60 Harrington Street		e.g. Sydney
Postcode *	Local Government Area *	Lot/Section Number/Plan
e.g. 2000		e.g. 4/-/DP1044304

☐ Is the address of the project impacted by the fires during the 2019-20 bushfire season?

Note: Once a BASIX certificate is generated, the project addresses **cannot be changed**. Ensure you have captured the correct property location(s) before generating your BASIX certificate.

Water details

Note: The water target must be reached on the water details section before a BASIX certificate can be issued.



Thermal performance

Note: To complete this section, one of the three available methods must be selected. When selecting a method, the requirements to complete the thermal performance section will be defined.

Select one of the following methods for completing the Thermal Comfort section *

☐ Do-it-Yourself (DIY)

☐ Simulation method

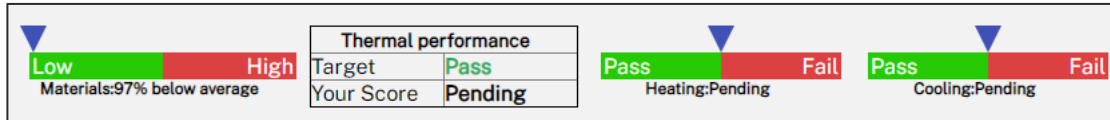
☒ Passive House standard

Note: The target for thermal performance is calculated as a pass or fail.

When using the DIY method, a calculation breakdown per requirement is shown.

Thermal performance	
Target	Pass
Your Score	Fail

Calculate



Windows, doors and skylights

Note: The tips below will assist when entering information for windows, doors and skylights when selecting the DIY method.

There is a large amount of data entry in this section so we recommend that you save your work regularly by selecting the save and continue button. Save and continue may take you to the next stage, Energy Details, so you may need to navigate back to the windows, doors and skylights section and continue to enter your data.

1. **Select** add window/ glazed door to nominate numbers per orientation.

Add Window/ Glazed Door

2. **Enter** the number of windows and glazed doors per orientation in the table provided.

Number of Windows/Glazed doors			
Enter the Number of Windows/Glazed Doors in Each Orientation What is this?			
	Add	Previously added	Total
North	<input type="text"/>		0
North-East	<input type="text"/>		0

3. **Click** Apply to populate the table below where you will **enter** further details.

Apply

4. Once your table is populated, **enter** each window height and width directly into the corresponding fields.

North			
<input type="checkbox"/>	Orientation Window/Door Number What is this?	Height including frame (mm) *	Width including frame (mm) *
<input type="checkbox"/>	W01	2100	800
<input type="checkbox"/>	W02		

5. **Enter** the remaining window details using the Enter Data feature.

- a. **Select** one or multiple checkboxes that will enable you to enter the same values for each selection.

<input type="checkbox"/>	Select All	What is this?
North		
<input type="checkbox"/>	Orientation Window/Door Number	Height in frame (m)
<input type="checkbox"/>	What is this?	
<input checked="" type="checkbox"/>	W01	2100
<input checked="" type="checkbox"/>	W02	

- b. **Click** Enter Data button located above the table.

- c. A form will open for you to **complete** the remaining details for the selections made.

Note: Ensure you click on each tab and input all the information required.

The entries will apply to the windows/doors selected from the table below, and is identified.

Please select if it is a door or window? *

☐ Glazed window
☐ Glazed door

You have selected the following windows:

Direction	Windows
North	W01,W02

- d. **Click** Apply to populate the details in the table.

Note: The window / glazed door details for the selections made will be updated. Repeat this step until all details are entered.

6. To change the orientation of a window or door, **select** the items to be changed and **click** Change Orientation.

Energy details

Note: The energy target must be reached on the energy details section before a BASIX certificate can be issued.

0%
 Target 70%
 100%


Energy
 60%




Your Score:60%

Application summary

Note: The summary section provides a summary of each section of the application and identifies items to address, the current score and the target score that must be reached to pass.

Can I get a BASIX Certificate?

 No, Please refer the table below

		Your score	Target	Things to address
Project address		n/a	n/a	--
Project details		n/a	n/a	--
Water		42	40	Incomplete Sections Print

1. **Click** Print to print any guidance provided for each section.

This will open another window in your browser that you may close when finished.

- ☐ **Tips on passing Energy**
 - ☐ Hot water [Show me](#)
 - ☐ Ventilation [Show me](#)
 - ☐ Heating and Cooling [Show me](#)
 - ☐ Lighting [Show me](#)
 - ☐ Pool and spa [Show me](#)
 - ☐ Other [Show me](#)

[Print](#)

2. **Click** Score Breakdown to download an excel report that shows the score calculation.

Things to address

[Score Breakdown](#)

BASIX Certificate

Note: This is the final section of the application, where we can generate our BASIX certificate once we have passed the assessment, confirmed on the summary section.

Note: You can complete the following actions at the BASIX Certificate section.

Project report

1. To review and download your application **click** Generate Report.

Once the report has generated, **click** Download Report to download a full report for the application that you can save or print.

[Generate Report](#)

[Download Report](#)

Fee waiver for bushfire affected homes

Note: If your project is related to rebuilding dwellings damaged or destroyed by the 2019-2020 bushfires, you can apply for a BASIX certificate fee waiver.

1. **Select** Apply fee waiver to open and **complete** the application form before submitting.

Apply fee waiver

Note: Your application will be sent to the Department of Planning and Environment for consideration. If your request for fee waiver is approved, you will be notified and may generate and download your BASIX certificate.

Alternative assessments

Note: If your design cannot be assessed by the BASIX assessment tool you may be eligible to apply for an alternate assessment. Review the information provided on this process [here](#).

1. To apply for an alternative assessment **select** apply and **complete** the form before submitting.

Apply

Note: Your application will be sent to the Department of Planning and Environment for consideration, and you will be notified of the decision. If your request is approved, you can make fee payment and download your BASIX certificate.

BASIX certificate

Note: Once your BASIX Certificate is created, your application will be complete.

1. To proceed to create a BASIX Certificate, **select** Request Certificate.

Request Certificate

Note: You will be directed to where you can confirm payer details that will be included on the tax invoice generated.

2. **Click** proceed to pay to continue.

Proceed to Pay

3. **Click** pay now to make your fee payment.

Pay now

Note: You will be taken to the Service NSW payment gateway to make your fee payment. Once paid, your application will be completed, and the BASIX certificate generated.

4. Following payment, you will be redirected to the application.

Download your BASIX certificate on the documents tab.

Application details	Documents	Related cases	Action summary
Document type	File name		
BASIX certificate	 1370236S.pdf		

End of steps

Next steps

- If you make any changes to your project following certificate issuance, you must revise the BASIX assessment and print another certificate for lodgement with your consent authority. Follow the relevant quick reference guide for instructions on how to revise a BASIX certificate.

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.