

# Creating a BASIX Certificate for Alterations and Additions

This guide outlines how to use the NSW Planning Portal BASIX tool to create a BASIX certificate for alteration and additions to residential developments. Review the information on our website to find out if your development is categorised as an alteration or addition.

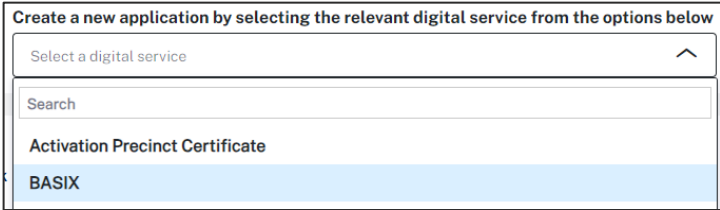

Throughout the tool you will be requested enter information about the development to assess whether your development meets the BASIX requirements.

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. Pool and spa
6. Fixtures and systems
7. Construction
8. Glazing
9. Application summary
10. BASIX Certificate
11. Next steps

## Getting started

1. Log in to the <u>NSW Planning Portal</u> and <b>select</b> BASIX from the Create a new application dropdown menu.	
2. <b>Select</b> 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 \*

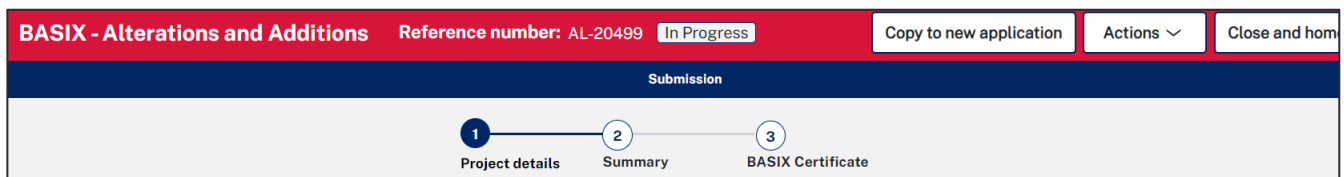
- ☐ One dwelling
- ☐ Two or more dwellings
- ☐ Secondary dwelling to an existing house E.g. Granny flat
- ☐ Alteration or addition to an existing house
- ☐ New Pool or spa

**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 AL. There are several sections to the application, starting with project details.



The screenshot shows the top of the BASIX application interface. It has a red header bar with the text 'BASIX - Alterations and Additions', 'Reference number: AL-20499', and 'In Progress'. To the right of the header are buttons for 'Copy to new application', 'Actions', and 'Close and home'. Below the header is a dark blue bar with the word 'Submission'. Underneath is a light grey bar containing a progress bar with three steps: '1 Project details', '2 Summary', and '3 BASIX Certificate'. The '1 Project details' step is currently active.

## Navigating the application

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

1. Throughout the online form, 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.
2. 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.
3. **Read** the notes and callouts provided throughout the application for guidance on how to complete the application.

For each window/glazed door enter the orientation, area of glass, overshadowing, shading device and frame and glass type. Click on the calculate button to see if the glazing requirements have been met.

Add Window/ Glazed door

Enter Data

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. The project details must be entered to define the remaining sections to be completed.

Once defined, you may click on the section headers to navigate there and can complete in any order.



5. You can **click** save and continue to move on to the next section of the application.

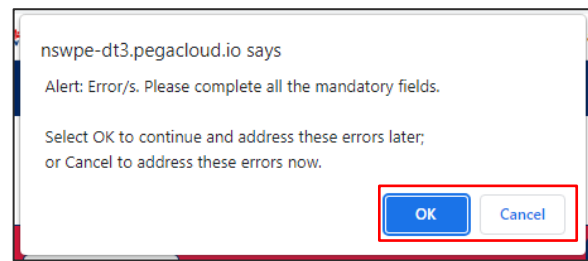
Save and exit

Save and continue

6. 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.



7. Tabs with missing required information are indicated with an error ▲ icon.

▲ Floor ▲ Walls ▲ Ceiling and roof Insulation Requirements

8. You can save your progress and exit the application.

Save and exit

9. **Click** close and home to return to complete your application later.

Close and home

## Status tabs

1. The status tab for water details, thermal comfort, 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.

Please select the Calculate button at the bottom of the screen to update

Is the Glazing section complete?



No. There are list of things you must address.

Things to address

☒ Incomplete Sections

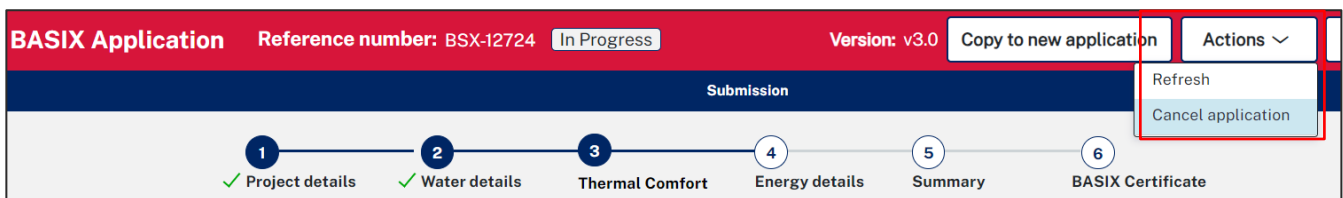
☒ Window and glazed doors [Show me](#)

- You have indicated that you will install 4 new glazed windows and
- You must specify the area of the following windows: "W1"

☒ Skylights and glazed roofs [Show me](#)

## Cancel an application

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



**BASIX Application** Reference number: BSX-12724 In Progress Version: v3.0 Copy to new application Actions

Submission

1 Project details ✓ 2 Water details ✓ 3 Thermal Comfort 4 Energy details 5 Summary 6 BASIX Certificate



Refresh Cancel application

## Project details


**Note:** Consider the following when completing the project details section of the application, in addition to the navigation tips above.

## Project address


1. 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.

Enter address  OR Enter Lot/Section Number/Plan 



e.g. 66 Harrington Street, Sydney NSW 2000 e.g. 4/5/DP1044304

Address did not display?  ☐

2. **Identify** the primary address and **select** an associated lot after **searching** and **selecting** the address(es).

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"/>	

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

Address did not display ?  

Address line1 \*  
e.g. 60 Harrington Street

Address line2

Suburb \*  
e.g. Sydney

Postcode \*  
e.g. 2000

Local Government Area \*

Lot/Section Number/Plan  
e.g. 4/-/DP1044304

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

**Note:** Addresses cannot be changed once a certificate is generated. Ensure you have captured the correct property location(s) before progressing.

## Project type

**Note:** Completing the project type part will define further project details that must be completed before continuing.

1 Project details

2 Summary

3 BASIX Certificate

Applicant details

Project address

Project type

Pool and Spa

Fixtures and Systems

Construction

Select one of the following to specify your project type \* [What is this?](#)  
☐ Separate dwelling house  
☐ Attached to existing building

- When your project details are complete, save and continue to progress your application.


**Save and continue**

**Note:** Further sections to complete will be defined based on the information entered at project details.

## Pool and spa

**Note:** This section will be defined if you have indicated the development will include a pool and/or spa in the project details section.

Follow the on screen guidance to complete all parts of pool and spa.

1  Project details

2 **Pool and spa**

3 Fixtures and systems

Pool and outdoor spa details

Pool and outdoor spa requirements

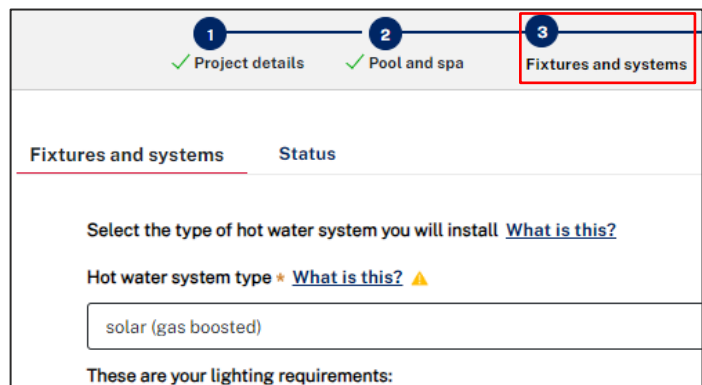
Status

Enter the following details for your swimming pool and/or spa:

## Fixtures and systems

**Note:** This section will be defined if you have indicated the development includes installation of fixtures and/or systems in the project details section.

Follow the on screen guidance to complete all parts.

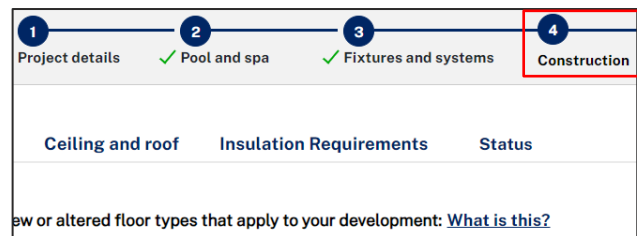


## Construction

**Note:** This section will be defined if you have indicated the development includes installation of construction items in the project details section.

Follow the on screen guidance to complete all parts.

1. The insulation requirements will be identified based on the construction details.

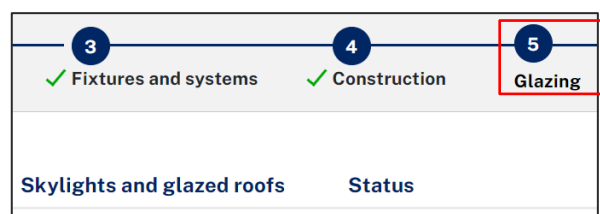


Walls	Ceiling and roof	Insulation Requirements	Status
Please press Calculate to display correct details on this page.			
Based on your project's construction details, these are your insulation requirements: <a href="#">What is this?</a>			
<b>Additional Insulation Requirements</b>			
Construction	Additional insulation requirement (R-value)		
suspended floor with enclosed subfloor: framed (R0.7).	R1.00 (down) (or R1.70 including construction)		
external wall: brick veneer (R0.54)	R1.16 (or R1.70 including construction)		

## Glazing

**Note:** This section will be defined if you have indicated the development includes installation of new or altered glazing in the project details section.

Follow the on screen guidance to complete all parts.



## Window and glazed doors

**Note:** The tips below will assist in entering the details of any windows or glazed doors for the development.

<p>1. <b>Select</b> add window/ glazed door to nominate numbers per orientation.</p>	<div>Add Window/ Glazed Door</div>																				
<p>2. <b>Enter</b> the number of windows and glazed doors per orientation in the table provided.</p>	<div>Enter the Number of Windows/Glazed Doors in Each Orientation</div> <table border="1"> <thead> <tr> <th></th><th>Add</th><th>Previously added</th><th>Total</th></tr> </thead> <tbody> <tr> <td>North</td><td><input type="text" value="2"/></td><td></td><td>2</td></tr> <tr> <td>North-East</td><td><input type="text"/></td><td></td><td>0</td></tr> </tbody> </table>		Add	Previously added	Total	North	<input type="text" value="2"/>		2	North-East	<input type="text"/>		0								
	Add	Previously added	Total																		
North	<input type="text" value="2"/>		2																		
North-East	<input type="text"/>		0																		
<p>3. <b>Click</b> Apply to populate the table below where you will <b>enter</b> further details.</p>	<div>Apply</div>																				
<p>4. Once your table is populated you can choose to either;</p> <p>a. <b>Enter</b> the details directly into the corresponding fields, or</p>	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th><th>Window / door no.</th><th>Orientation *</th><th>Area (m<sup>2</sup>) of glass inc. frame *</th><th>Overshading Height (m) *</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td></td><td></td><td></td><td></td></tr> <tr> <td><input type="checkbox"/></td><td>W1</td><td>North ▾</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr> <td><input type="checkbox"/></td><td>W2</td><td>North ▾</td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>	<input type="checkbox"/>	Window / door no.	Orientation *	Area (m <sup>2</sup> ) of glass inc. frame *	Overshading Height (m) *	<input type="checkbox"/>					<input type="checkbox"/>	W1	North ▾	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	W2	North ▾	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Window / door no.	Orientation *	Area (m <sup>2</sup> ) of glass inc. frame *	Overshading Height (m) *																	
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<input type="checkbox"/>	W1	North ▾	<input type="text"/>	<input type="text"/>																	
<input type="checkbox"/>	W2	North ▾	<input type="text"/>	<input type="text"/>																	
<p>b. <b>Enter</b> the window/door details using the Enter Data feature.</p> <p>i. <b>Select</b> one or multiple checkboxes that will enable you to enter the same values for each selection.</p>	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td><td>Window / door no.</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>W1</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>W2</td></tr> </tbody> </table>	<input type="checkbox"/>	Window / door no.	<input checked="" type="checkbox"/>	W1	<input checked="" type="checkbox"/>	W2														
<input type="checkbox"/>	Window / door no.																				
<input checked="" type="checkbox"/>	W1																				
<input checked="" type="checkbox"/>	W2																				
<p>ii. <b>Click</b> Enter Data button located above the table.</p>	<div>Add Window/ Glazed Door Enter Data</div>																				
<p>iii. A form will open for you to <b>complete</b> the remaining details for the selections made.</p>	<table border="1"> <tbody> <tr> <td>Area (m<sup>2</sup>) of glass inc. frame *</td><td>Overshadowing Height (m) *</td></tr> <tr> <td><input type="text"/></td><td><input type="text"/></td></tr> <tr> <td>Overshadowing Distance (m) *</td><td>Shading device *</td></tr> <tr> <td><input type="text"/></td><td>none</td></tr> <tr> <td>Frame and glass type *</td><td></td></tr> <tr> <td><input type="text" value="please select"/></td><td></td></tr> </tbody> </table>	Area (m <sup>2</sup> ) of glass inc. frame *	Overshadowing Height (m) *	<input type="text"/>	<input type="text"/>	Overshadowing Distance (m) *	Shading device *	<input type="text"/>	none	Frame and glass type *		<input type="text" value="please select"/>									
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<input type="text"/>	none																				
Frame and glass type *																					
<input type="text" value="please select"/>																					
<p>iv. <b>Click</b> Apply to populate the details in the table.</p>	<div>Apply</div>																				

## Skylights and glazed roofs

### Add skylight

### Calculate

## Application summary

### Can I get a BASIX Certificate?



No, please refer the table below

		Things to address
Project address	😊	--
Project details	😊	--
Pool and spa	😊	

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

## [-] Incomplete Sections

☐ Window and glazed doors **Show me**

- Window and glazed doors [Show me](#)
  - You have indicated that you will install 4 new glazed windows and doors but have only completed the details for 3.
  - You must specify the area of the following windows: "W1"
- Skylights and glazed roofs [Show me](#)

Print

# BASIX Certificate

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



### Project report

<p>1. To review and download your application <b>click</b> Generate Report.</p> <p>Once the report has generated, <b>click</b> Download Report to download a full report for the application that you can save or print.</p>	<p><b>Generate Report</b></p> <p>Download Report</p>
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### 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](#).

<p>1. To apply for an alternative assessment <b>select</b> apply and <b>complete</b> the form before submitting.</p>	<p><b>Apply</b></p>
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**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.

<p>1. To proceed to create a BASIX Certificate, <b>select</b> Request Certificate.</p>	<p><b>Request Certificate</b></p>
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**Note:** You will be directed to where you can confirm payer details that will be included on the tax invoice generated.

<p>2. <b>Click</b> proceed to pay to continue.</p>	<p><b>Proceed to Pay</b></p>
<p>3. <b>Click</b> pay now to make your fee payment.</p>	<p>Pay now</p>

**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	 <a href="#">A1370240.pdf</a>		

## End of steps

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### 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.

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### 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.