Creating a BASIX Certificate for Multi Dwellings

This guide outlines how to use the NSW Planning Portal BASIX tool to create a BASIX certificate for a multi-dwelling development such as residential flat buildings, villas and dual occupancy dwellings. Review the information on our website to find out if your development is categorised as multi-dwelling.

Throughout the tool you will be requested to provide information about the development to estimate the water and energy consumption and the thermal performance, ensuring your development meets the BASIX requirements.
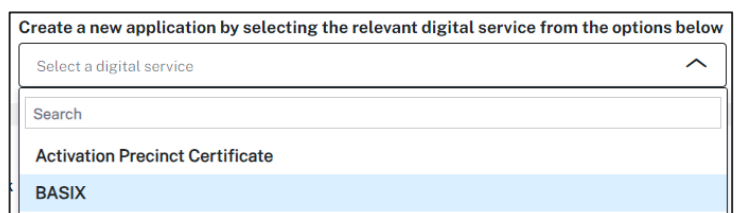
Once you have successfully completed the assessment and meet the BASIX targets, you can generate a BASIX certificate to be submitted with your development application or complying development certificate.

Sections included in this guide

1. Getting started
2. Navigating the application
3. Cancel an application
4. Project details
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6. Thermal performance
7. Energy details
8. Material details
9. Application summary
10. 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 tool will open.

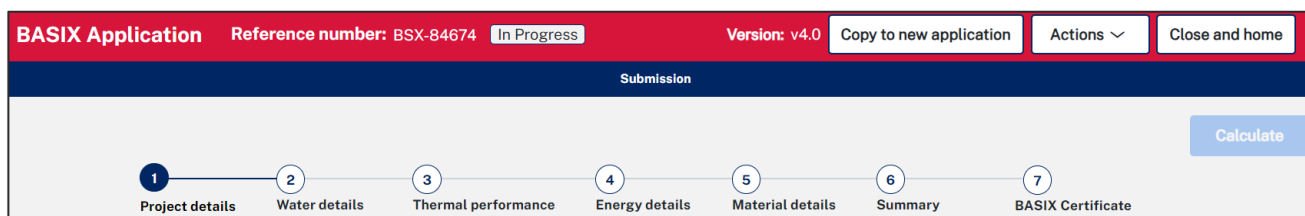| 3. **Complete** the questions to identify the type of development.	**What type of development is being proposed?** Select one option from the list below ★ ◯ One dwelling ◯ Two or more dwellings ◯ Secondary dwelling to an existing house E.g. Granny flat ◯ Alteration or addition to an existing house ◯ New Pool or spa

Note: Identifying the type of development will define the appropriate pathway for the tool, ensuring you are asked the right questions to create 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.

| BASIX Application | Reference number: BSX-84674 | In Progress | Version: v4.0 | Copy to new application | Actions ⌄ | Close and home |

Submission

Calculate

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

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.

Select each category below to input information about your project. You do not need to complete this section before continuing to the next section.

4.1 Central systems   4.2 Common areas   4.3 Dwellings   4.4 Status

Click on each of the eight (8) headings to enter details of all the nominated central systems (eg cooling systems).
To add or delete a central system to this project, please return to the central systems tab within the Project details section.

4.1.1 Hot water   4.1.2 Cooling   4.1.3 Heating   4.1.4 Alternative energy supply   4.1.5 Lift banks   4.1.6 Pool & Spa

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. Sections with many parts may not fit on the screen. **Click** the arrows to navigate across or produce a dropdown menu for all parts.

details   1.2 Project address   1.3 Project type   1.4 Site details   1.5 Residential flat building details   1.6 Common areas   1.7 Central systems

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

You have not created any central cooling systems. Return to **Project details → Central systems** if you wish to create central cooling systems.

Navigate to Individual dwelling cooling

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.
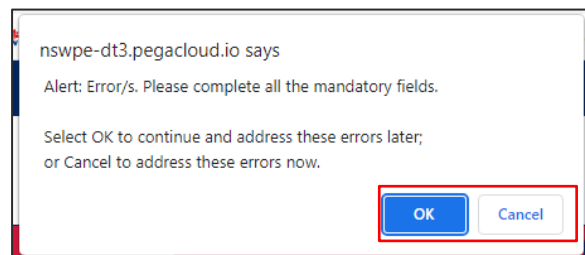
Previous   Save and exit   **Save and continue**

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.

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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

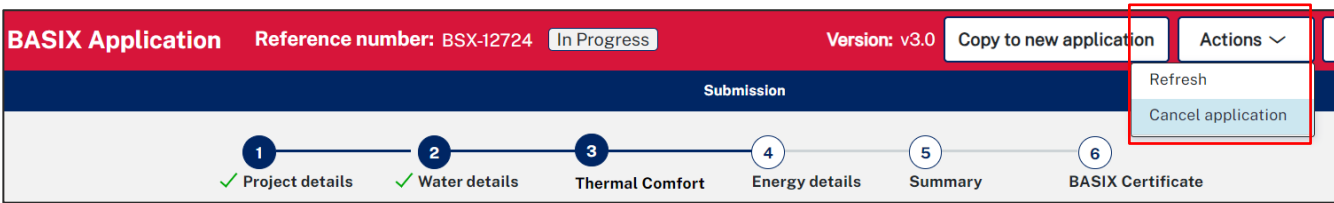9. Tabs with missing required information are indicated with an error ⚠ icon.

Thermal Comfort   Construction type ⚠ Construction details ⚠ Insulation

⚠ Floor details   Wall details   ⚠ Ceiling and roof details

10. You can save your progress and exit the application.	Save and exit
11. Click close and home to return to complete your application later.	Close and home
12. Click calculate to update the score for the section. View the score breakdown in the status tab.	Calculate

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.	**Energy target:** 50
	Your score: 48 ✕
	
	Has the Energy target been reached?
	☹ No. You have not reached the Energy target of 50.
	
	Is the Energy section complete?
	☺ Yes. The Energy section is now complete.
	
	Things to address
	⊟ Tips on passing Energy
	  ⊟ Hot water **Show me**
	    •Hot water is contributing 5% to your greenhouse gas emissions for the project.
	  ⊞ Ventilation **Show me**
	  ⊞ Heating and Cooling **Show me**
	  ⊞ Lighting **Show me**

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.
BASIX Application **Reference number:** BSX-12724 In Progress **Version:** v3.0 Copy to new application Actions ⌄ Refresh Cancel application **Submission** ① ✓ Project details ② ✓ Water details ③ Thermal Comfort ④ Energy details ⑤ Summary ⑥ BASIX Certificate

Project details

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

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.

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

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

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

Residential flat building details

Note: This part is required for residential flat building developments.

Buildings that appear in this part are prefilled by the number of residential flat buildings entered on part 1.3 project type.

1. To add additional buildings to the development, **click** add another building.

2. Select the number of additional buildings before **clicking** add.

Add another building   Remove building

Add unit buildings

Enter the number of unit buildings you would like to add. Maximum allowable total for buildings is 10.

Number of unit building(s)

Please select   ⌄

These buildings will be inserted at the end of the list.

Add   Cancel

3. Complete the unit building details as per instructions provided on the page.

Dwelling details

Note: Dwellings defined in this part will be populated based on values entered on previous sections.

1. Where many dwelling types are included in the development, switch dwelling types shown in the table by **selecting** from the dropdown list.

Select dwelling type

Single dwellings - All   ⌄

Single dwellings - All
Multiple dwellings - All
30 dwellings - All
20 dwellings - All

Note: Further instructions for completing section 1.8 dwelling details are provided on the page.

Water details

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

Note: Water details includes another level of information to capture within each part.

2.1 Central systems & common areas   2.2 Dwellings   2.3 Status

Click on each of the five (5) headings to enter details of all the nominated central
To add or delete a central system or common area to this project, please return to

2.1.1 Landscape   2.1.2 Alternative water supply   2.1.3 Alternative

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

Water   0%   Target 40%   100%   Calculate
Your Score: Pending

Alternative water supply

Note: Alternative water supply systems that appear in this part are prefilled by the number of central systems applicable, which are nominated on the project details section, part 1.7 central systems.

1. **Select** add/remove systems to **enter** the details of alternative water central systems.	Add/Remove systems
Note: You will be redirected to the central systems part under the project details section if you have not entered a central alternative water system.	

Thermal performance

Note: To complete this section, a method must be selected. When selecting a method, the requirements to complete the thermal performance section will be defined.	The Thermal Comfort section will be completed using the following method: * ○ Simulation method ○ Passive House standard
Note: The target for thermal performance is calculated as a pass or fail.	Thermal performance Target — Pass Your Score — Pending — Calculate

Energy details

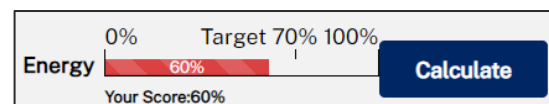| **Note:** Energy details includes another level of information to capture within each part.	4.1 Central systems 4.2 Common areas 4.3 Dwellin Click on each of the eight (8) headings to enter details of all the nor To add or delete a central system to this project, please return to th 4.1.1 Hot water 4.1.2 Cooling 4.1.3 Heating
Note: The energy target must be reached on the energy details section before a BASIX certificate can be issued.	Energy 0% Target 70% 100% 60% Your Score:60% Calculate

Material details

| **Note:** Consider the following when completing the material details section of the application.	
Note: Material details includes another level of information to capture in part 5.2 Walls.	5.1 Floors 5.2 Walls 5.3 Ceiling and roof 5.2.1 External wall types 5.2.2 Internal wall types
Note: Materials specified in this section are calculated based on an averaging system.	Low High Calculate Materials:99% below average

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.

		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 that you may close when finished.

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

3. **Click** Score Breakdown to download an excel report that shows the score calculation. When opened, ensure you enable the content to view the chart.

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.

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

Project report

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

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

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.