Revise a BASIX Certificate

A BASIX certificate may be revised after issuance by the original creator of the certificate.

Please note that any amendments made to a BASIX certificate may affect the ability of your project to achieve the mandatory BASIX targets.

Revising the certificate will copy over all the original information into a new version for you to carry out the amendments.

Follow the steps below to revise a BASIX certificate in the NSW Planning Portal.

Locate application

1. Log in to the NSW Planning Portal.

   Locate the application in your completed work. **Click** on the portal reference number to open the application.

Note: Only applications that were completed within your account will be displayed in Completed work.

Initiate a revision

2. After opening the application, **select** Revision.

Note: A form will open for you to confirm the status of the BASIX certificate lodgement before continuing.

<CM9 Reference>

3. **Identify** if the BASIX certificate has been lodged. If you answered yes, **complete** the remaining details regarding the lodgement to continue. **Note:** If you answered no, no further details are required to continue.	**Has this BASIX certificate been lodged with Council / Certifying Authority?** * ⦿ Yes ◯ No Note: If the certificate has not been lodged a fee may apply **Select the certificate & revision version that has been lodged.** * [please select ⌄] **Development application type** **What is the application type?** * **What is this?** ⦿ Development application (DA) ◯ Complying Development Certificate (CDC) **Was the DA applied for via the NSW Planning Portal?** * ⦿ Yes ◯ No **Please provide portal application number PAN** * [PAN-XXXX] [Populate DA Details] **Date of lodgement** * __ __
4. **Click** Start Application.	[**Start application**]

Note: A new BASIX application for the revision will be created. The reference number for the application will start with the original reference number and a suffix (e.g. BSX-1234_02 or AL-1234_02).

You will be able to revise most of the details, except for the applicant details and project address.

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