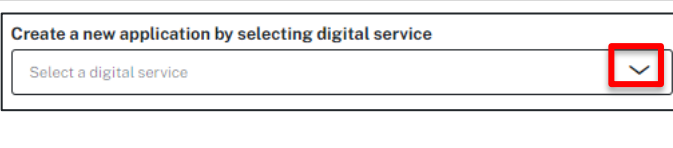
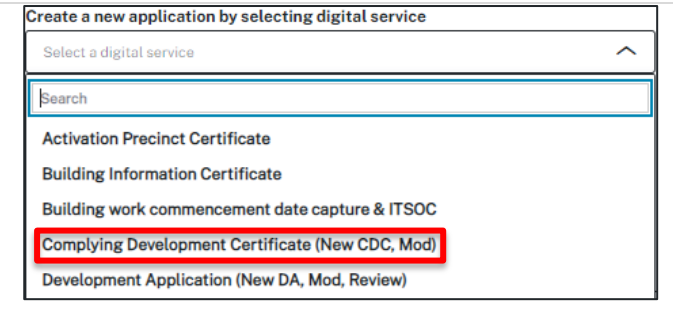



Submit a Complying Development Certificate application

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.

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>	
<p>3. Click Create new.</p>	

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	<input type="text" value="Please Select..."/>
First given name *	<input type="text" value="Jane"/>
Other given name/s	<input type="text"/>
Family name *	<input type="text" value="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

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? *	
<input type="radio"/>	I am the sole owner of the development site
<input checked="" type="radio"/>	There are multiple owners of the development site and I am one of them
<input type="radio"/>	There are one or more owners of the development site and I am NOT one of them
<input type="radio"/>	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	
<input type="button" value="Add Owner"/>	

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

You may be required to to complete the declaration below to continue.

I have obtained the consent of the owner(s) of the land to submit this application

<p>7. Indicate if there are any security or site conditions which may impact the inspection. If Yes, you will be prompted to provide further details.</p>	<p>Are there any security or site conditions which may impact the person</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>8. Indicate who will be making the fee payment and enter the relevant details.</p>	<p>Select the option that is applicable : *</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> A company, business, government entity or other similar body</p>
<p>9. 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.</p>	<p>Developer details</p> <p>ACN <input type="text" value="Enter here and search"/> <input type="button" value="Search"/> <input type="button" value="Clear"/></p>
<p>Note: If you have logged in with a developer profile, your developer details will be auto populated.</p>	
<p>10. Click Save and continue.</p>	<p><input type="button" value="Save and exit"/> <input type="button" value="Save and continue"/></p>
<p>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.</p>	

Capture development details

<p>11. Select the application type.</p>	<p>What is the application type? * What is this?</p> <p><input type="radio"/> Complying development certificate application</p> <p><input type="radio"/> Modification to complying development certificate</p>
<p>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.</p>	<p><input type="radio"/> Complying development certificate application</p> <p><input checked="" type="radio"/> Modification to complying development certificate</p> <p>On what date was the application to be modified determined? *</p> <p><input type="text"/></p> <p>Provide a description of the proposed modification *</p> <p>Please provide a detailed description including any secondary developme</p> <p>Was the CDC applied for via the NSW planning portal? *</p> <p><input type="radio"/> Yes</p>
<p>12. Enter the site of your development using the Address or Lot/Section number/Plan search functionality.</p>	

Repeat as required until all development sites are located.

Select the site of the development *

Enter address

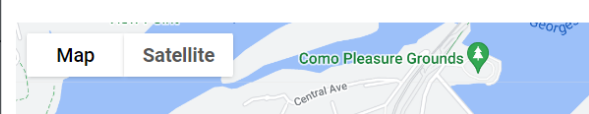
OR

Enter Lot/Section Number/Plan

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"/>	

Map Satellite



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?

13. 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 style="border: 2px solid red;" type="checkbox"/>	<input style="border: 2px solid red;" type="checkbox"/>	

14. 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

15. Select the type of development.
Note: Multiple types of development can be selected.

Type of development *

- Dwelling house
- Secondary dwelling
- Attached development
- Detached development
- Demolition

<p>16. Enter a detailed description of the proposed development.</p>	<p>Please provide a detailed description of the development * <i>For example: Demolition of existing buildings, construction.</i></p> <p>Please provide a detailed description including any secondary deve</p>
<p>17. Indicate if the application is a direct result of an emergency and/or natural disaster as declared by the government.</p>	<p>Is this application the direct result of a matter declared by the government by bushfire)</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>18. Enter the estimated area of bonded asbestos removal in square metres.</p>	<p>Estimate of the area (if any) in square meters of bonded asbestos (m2) *</p>
<p>19. Enter the estimated cost of work/development including GST as a plain numerical value (no dollar sign).</p>	<p>\$</p>
<p>20. Select the lot type.</p>	<p>What is the lot type?</p> <p><input type="radio"/> Corner lot <input type="radio"/> Parallel road lot <input type="radio"/> Battle-axe lot <input type="radio"/> Standard lot</p>
<p>21. Indicate if you have a Pre-DA Assist Tool report.</p>	<p>Pre-DA Assist Tool</p> <p>Do you have a Pre-DA Assist report?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>

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.

If Yes is selected, **enter** the Pre-DA Assist report number and then **click** Check.

Pre-DA Assist Tool

Do you have a Pre-DA Assist report? [What is this?](#)

Yes
 No

Enter your Pre-DA Assist report number [What is this?](#)

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.

22. Indicate if you have a BASIX certificate.

If Yes, **enter** the BASIX certificate number. Note: Additional BASIX certificate numbers may be entered by **clicking** Add.

Do you have one or more BASIX certificates?

Yes
 No

Enter in the BASIX certificate number *

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.

23. Indicate if you have already obtained a Section 10.7 Planning Certificate.

Section 10.7 Planning Certificate

Section 10.7 Planning Certificates provide background information on a property.

Have you already obtained a Section 10.7 Planning Certificate?

Yes
 No

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.

24. Indicate if approval under Section 68 of the *Local Government Act 1993* is required.

If Yes, you may be able to apply through the Portal. Follow the application prompts and complete the corresponding fields.

Section 68 of the Local Government Act

Is approval under s68 of the Local Government Act 1993 required? * [Y](#)

Yes
 No

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.

25. Click Save and continue.

Save and exit Save and continue

Capture Certifier details

26. Nominate the registered certifier:

- Select either Company Name, Trading Name, ABN or ACN.
- Enter your search term in the space provided then click Search.

Select your nominated registered certifier

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.

Select the certifying organisation you would like to assess your application.

Company Name ▼
 Select...
Company Name
 Trading Name
 ABN

United Consulting

Search

Clear

27. Click Save and continue.

Save and exit Save and continue


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.

28. Click Upload.

Upload

- a) Click Select files (s) or drag and drop your file(s) in the space provided.
- b) Categorise the file type(s).
- c) Click Attach.


 Drag and drop files here
 or
Select file(s)

Category
Architectural Plans ▼
Select.. ▼
Select.. ▼
Select.. ▼

Attach

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.

29. Click Save and continue.

Save and exit

Save and continue

Review and submit

30. 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.

Are you an employee / Councillor or relative of an employee

Yes

No

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

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.

32. Click Submit CDC Application.

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.