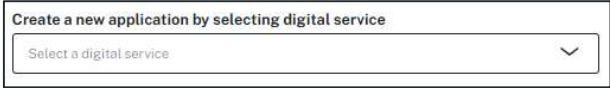
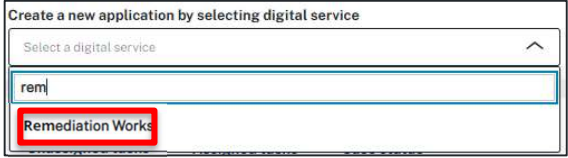




Complete Remediation Works

When remediation works are required for a class 2 building, applicants can initiate and submit a remedial works application on the NSW Planning Portal. The application will require practitioners to access the case and lodge design documents. This guide will demonstrate the steps required for an applicant to submit the application and nominate practitioners.

Initiate application

1. Log in to the NSW Planning Portal and select a digital service by clicking on the arrow.	
2. Select Building Work Commencement Date Capture & ITSOC from the list of options.	
3. Click Create new.	
Note: The list of digital services and menu options are also available by clicking on the horizontal lines adjacent to the NSW Government logo.	
Note: This will create a new application which will remain in the active work folder until this application is submitted.	

Applicant details

4. Enter the personal details.	
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5. Enter the Organisation details by searching via ABN, ACN or Name.



Note: If your applicant account is connected to an organisation, the organisation information will pre-populate.

6. Click Continue.



Application details

7. Select No to Indicate that this is not a project remediate application.



Note: Project remediate is a three year program to help remove combustible cladding on high risk apartment (class 2) buildings known to the NSW Cladding Taskforce. To proceed with the remediation works application, you must select 'No' to the above question.

Selecting Yes above will take you to the Project Remediate workflow. To view the steps to submit a Project Remediate application, refer to the quick reference guide 'Submit Project Remediate Application'.

8. Select the application type.

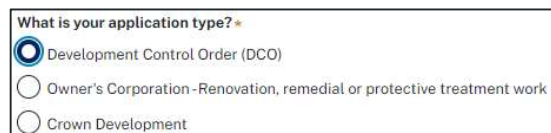


Note: There are three application type options to select from and the information that is displayed is dependent on the application type selected.

Development Control Order

Remediation works based on a Development Control Order issued by DPE, DPE Alpine or Local Council.

9. Select Development Control Order (DCO).



<p>a. Indicate who will be the consent authority for the application.</p>	<div> Please select the consent authority for this application <div> <input type="radio"/> Minister of Planning <input type="radio"/> Minister of Planning - Alpine <input type="radio"/> Council </div> </div>
<p>b. Provide the DCO reference number if available.</p>	<div> Please provide Development Control Order (DCO) reference number <div></div> </div>
<p>c. Enter the DCO date of issue if available.</p>	<div> DCO Date of issue <div></div> </div>
<p>d. Enter the Building work commencement date.</p>	<div> Building work commencement date <div></div> </div>

Owners Corporation – Renovation, remedial or protective treatment work

This information will be entered by either the Remediation Consultant or Practitioner.

<p>10. Select Owner's corporation.</p>	<div> What is your application type? <div> <input type="radio"/> Development Control Order (DCO) <input checked="" type="radio"/> Owner's Corporation - Renovation, remedial or protective treatment work <input type="radio"/> Crown Development </div> </div>
<p>a. Enter the Strata Plan Number.</p>	<div> Strata plan number <div></div> </div>
<p>b. Enter the strata management corporation name.</p>	<div> Strata management corporation name <div></div> </div>
<p>c. Enter the Building work commencement date.</p>	<div> Building work commencement date <div></div> </div>

Crown Development

New Crown Development or Remediation work by Land and Housing Corporation (LAHC).

Note: When Crown Development is selected, a question will appear after selecting the class of development, where you will be required to indicate if the development is exempt from Design and Building Practitioners Act 2020.

11. Select Crown Development.	<p>What is your application type?*</p> <p><input type="radio"/> Development Control Order (DCO)</p> <p><input type="radio"/> Owner's Corporation - Renovation, remedial or protective treatment work</p> <p><input checked="" type="radio"/> Crown Development</p>
a. Enter the job reference approval number.	<p>Job reference approval number</p> <input type="text"/>
b. Enter the approval date.	<p>Approval date</p> <input type="text"/>
c. Enter Building work commencement date.	<p>Building work commencement date*</p> <input type="text"/>

Note: The building work commencement date can be amended once the application has been submitted, via the Actions menu.

12. Enter the site of the development using the Address or Lot/Section/Plan search functionality.	<p>Select the site of the development</p> <p>Enter address</p> <p>e.g. 66 Harrington Street, Sydney NSW 2000</p>
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Note: When you enter the address, it will be validated against the registered address database and any applicable planning rules. When selecting a registered address, a map will display on the right-hand side of the screen with site information

<p>13. Indicate the relevant Lot/DP and primary address of the development.</p> <p>You can delete the address by clicking on the trash icon</p>	<table border="1"> <thead> <tr> <th>Street address</th> <th>LGA</th> <th>Lot/Section/Plan</th> <th>Primary address?</th> <th></th> </tr> </thead> <tbody> <tr> <td>66 HARRINGTON STREET THE ROCKS 2000</td> <td>SYDNEY</td> <td>37/ — — /DP773813</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>36/ — — /DP773813</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Street address	LGA	Lot/Section/Plan	Primary address?		66 HARRINGTON STREET THE ROCKS 2000	SYDNEY	37/ — — /DP773813	<input type="checkbox"/>	<input type="checkbox"/>			36/ — — /DP773813	<input type="checkbox"/>	<input type="checkbox"/>
Street address	LGA	Lot/Section/Plan	Primary address?													
66 HARRINGTON STREET THE ROCKS 2000	SYDNEY	37/ — — /DP773813	<input type="checkbox"/>	<input type="checkbox"/>												
		36/ — — /DP773813	<input type="checkbox"/>	<input type="checkbox"/>												
14. Select the Class of development.	<p>Class of development*</p> <p>The development comprises the following Building Code of Australia classes:</p> <p><input type="checkbox"/> Class 1a What is this?</p> <p><input type="checkbox"/> Class 1b What is this?</p> <p><input checked="" type="checkbox"/> Class 2 What is this?</p> <p><input type="checkbox"/> Class 3 What is this?</p>															

15. Indicate if the development is exempt from the Design and Building Practitioners Act 2020.	<div>Is the development exempt from Design and Building Practitioners Act 2020 ?</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div>
16. If Yes is selected, select the reason for the exemption from the list of options.	<div>Please select the reasons as to why the development is exempt *</div> <div>Select... ▼</div>
17. Enter a detailed description of the development in the space provided.	<div>Please provide a detailed description of the development *</div> <div></div>
18. Provide an estimated cost of development (inclusive of GST).	<div>Please provide the estimated cost of the development?</div> <div></div>
19. Click Continue.	<div> <div>Save</div> <div>Continue</div> </div>

Nominate Practitioners

There are three types of Practitioner profiles that can be nominated for a class 2 development:

- Building practitioner
- Design practitioner
- Principal design practitioner

Note: It is mandatory to enter at least a Building practitioner.



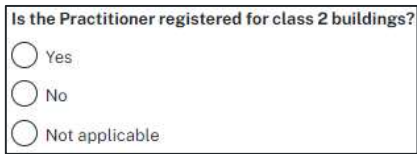

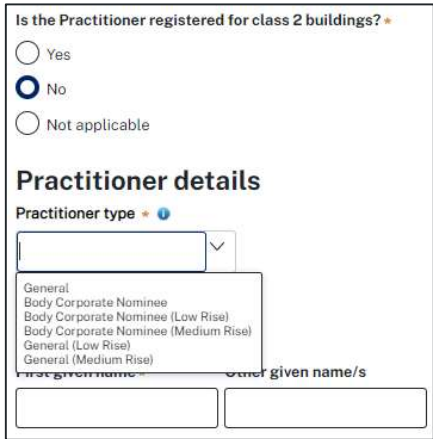
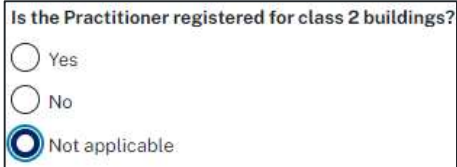
Nominate a Building Practitioner

Note: Only one Building Practitioner can be nominated.

20. Click on the Building practitioner tab.	<div> <div>Building practitioner</div> <div>Design practitioner</div> <div>Principal design practitioner</div> </div>
21. Click Add building practitioner, which is located to the right of the screen.	<div>+ Add building practitioner</div>

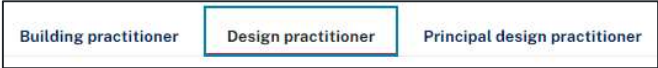

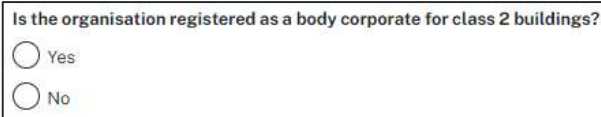


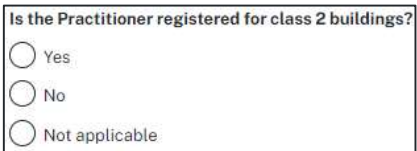

Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).

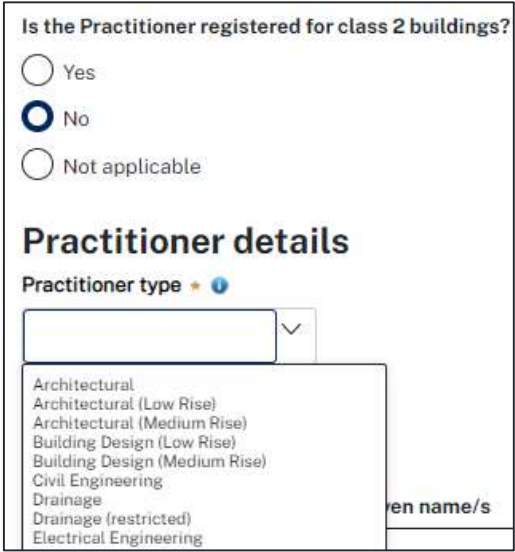
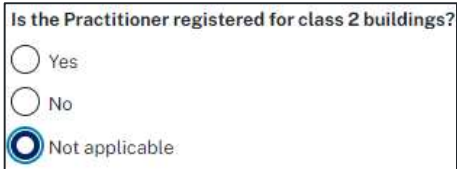
22. Indicate if your organisation is registered as a Practitioner for class 2 buildings.	<div>Is the organisation registered as a body corporate for class 2 buildings?</div> <div> <input type="radio"/> Yes <input type="radio"/> No </div>
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<p>a. If Yes is selected, you will be required to enter the registration number (e.g., BUPxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details.</p>	
<p>b. If No is selected, you may search for an organisation via their ABN, ACN or Name, then clicking search.</p>	
<p>23. When nominating individual practitioners within the organisation, there are three options:</p>	
<p>a. If Yes is selected, enter the practitioner registration ID (e.g., BUPxxxxx) into the space provided and click Search. The practitioner details will populate as displayed.</p>	
<p>Note: When entering the registration ID for a Building Practitioner, it must follow the format BUPxxxxxx.</p>	
<p>b. If No is selected, the practitioner details must be entered manually including the practitioner type (s).</p>	
<p>c. Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.</p>	

Nominate Design Practitioners



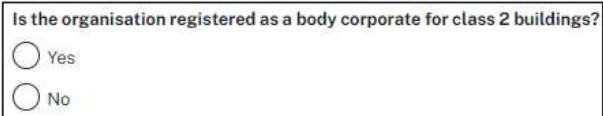

Note: Multiple Design Practitioners can be nominated.


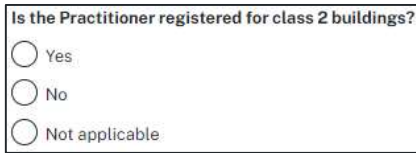

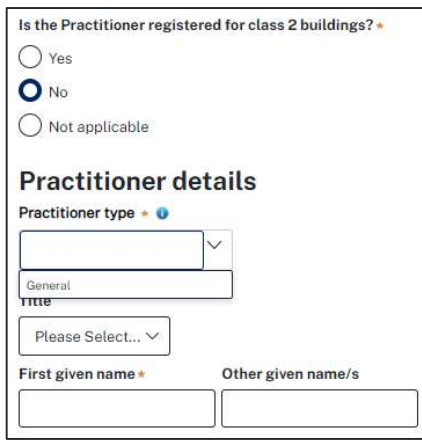

<p>24. Click on the Design practitioner tab</p>	
<p>25. Click Add design practitioner, which is located to the right of the screen.</p>	
<p>Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).</p>	
<p>26. Indicate if your organisation is registered as a Practitioner for class 2 buildings.</p>	
<p>a. If Yes is selected, you will be required to enter the registration number (e.g., DEPxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details.</p>	
<p>b. If No is selected, you may search for an organisation by entering their ABN, ACN or Name, then clicking search.</p>	
<p>27. When nominating individual practitioners within the organisation, there are three options:</p>	
<p>a. If Yes is selected, enter the practitioner registration ID (e.g., DEPxxxxx) into the space provided and click Search. The practitioner details will automatically populate.</p>	
<p>Note: When entering the registration ID for a Design Practitioner, it must follow the format DEPxxxxxx.</p>	

<p>b. If No is selected, the practitioner details must be entered manually including the practitioner type (s).</p>	
<p>c. Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.</p>	

Nominate a Principal Design Practitioner

Note: Only one Principal design practitioner can be entered.

<p>28. Click the Principal design practitioner tab.</p>	
<p>29. Click Add Principal design practitioner, which is located to the right of the screen.</p>	
<p>Note: When entering Practitioner design details, the screen will display two search options, the Organisation details and the individual Practitioner details (within the nominated organisation).</p>	
<p>30. Indicate if your organisation is registered as a Practitioner for class 2 buildings.</p>	
<p>a. If Yes is selected, you will be required to enter the registration number (e.g., PDPxxxxxxx) in the space provided, then click search. The system will validate the details and populate the organisation details.</p>	

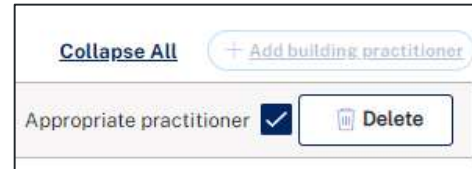
<p>b. If No is selected, you may search for an organisation by entering their ABN, ACN or Name, then clicking search.</p>	
<p>31. When nominating individual practitioners within the organisation, there are three options:</p>	
<p>a. If Yes is selected, enter the practitioner registration ID (e.g., DEPxxxxx) into the space provided and click Search. The practitioner details will automatically populate.</p>	
<p>Note: When entering the registration ID for a Principal Design Practitioner, it must follow the format PDPxxxxxx.</p>	
<p>b. If No is selected, the practitioner details must be entered manually including the practitioner type.</p>	
<p>c. Selecting Not applicable removes the option to enter an individual practitioner within the organisation nominated.</p>	

Select an Appropriate Practitioner

The Appropriate practitioner will be responsible for uploading and lodging all of the the design documents and declarations.

Note: Not all Building Work Commencement Date Capture & ITSOC applications will have the option to select the Appropriate Practitioner. For example, a non-exempt case where a building work commencement date is prior to 1 July 2021.

32. To select an Appropriate Practitioner, **click** on the practitioner title (i.e., Building practitioner), then **check** the Appropriate practitioner check box.



Note: If the appropriate practitioner check box is ticked automatically and is displayed as read-only.

33. Click Save to Save your work or Continue to progress to the next page.



Edit Practitioner Details

Note: After an application has been submitted, the practitioner information can be edited at any time from the Actions menu.

34. Click Actions, then **select** Edit Practitioner details.



Note: The practitioner details screen will appear and the information can be edited.

Note: When a Practitioner information is edited, the new Practitioner details will be made available in the Practitioner details tab and the previous Practitioner details will be available in the Practitioner history tab.

Registers Certifier details (if applicable)

35. Registered Certifier details can be entered by searching by the ABN, ACN or Name of the Registered Certifier, then selecting from the list of suggestions.



Note: When the Registered Certifier is selected from the list of suggestions, the details will automatically populate the required fields.

36. Indicate if the Principal Certifier is the same as the Registered Certifier.	<div>Principal Certifier details Select the certifying organisation you would like to assess your application. Is the Principal Certifier same as the Registered Certifier? <input type="radio"/> Yes <input type="radio"/> No</div>
Note: If No is selected, repeat step 35 to search and enter the Principal Certifier information.	
37. Click Continue.	<div><input type="button" value="Save"/> <input type="button" value="Continue"/></div>

Requirements and uploads

38. Click Upload to upload the required documents.	<div><input type="button" value="Upload"/></div>
39. Click Continue.	<div><input type="button" value="Save"/> <input type="button" value="Continue"/></div>

Review and submit

40. Complete the declaration when ready to submit application.	<div>Declarations * <input checked="" type="checkbox"/> I declare that all of the information and documents submitted are true and correct.</div>
41. Click Save if you wish to save the application and submit later. Click Finish to submit the application.	<div><input type="button" value="Save"/> <input type="button" value="Finish"/></div>

What is next...

An email notification will be sent to the nominated Appropriate Practitioner in order to upload and lodge design documents.

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 ePlanning Support at eplanning.support@planning.nsw.gov.au